

Chapter 2 – General Ledger

Manual General Ledger Postings

Manual G/L Postings in standard SAP can be used to manage any transactions that require recording, correction and/or reversal. The supporting document is to be received by MWR Accounting area with the usual approvals attached. The responsible clerk has two choices:

1. create the G/L manual posting and make the direct posting

or

2. park the document (save the incomplete document temporarily) and then post that document later. Parked document information is included under helpful hints.

Document types are used to “classify the various kinds of transactions (general journals, accruals, reversals, DARs, etc).

Transactions Requiring Manual Entry

Providing that the supporting documentation is complete and properly approved, the General Ledger Clerk can begin the process of entering and posting a manual G/L posting.

There are 3 types of Manual G/L Postings

- GJVs (General Journal Vouchers) Doc type SA
- DARs (Daily Activity Records) – miscellaneous receipts (not customer receipts) Doc type SD
- AJVs (Accrual Journal Vouchers) – Payroll and Other – Doc type SB
Inventory – Doc type SI

- ♦ Accounting Activities at the local base level control entry of GJVs, DARs, and AJVs.



Creating Standard G/L Postings

Entering General Journal Vouchers (GJVs)

**ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER →
DOCUMENT ENTRY → G/L ACCOUNT POSTING**

Transaction code: **F-02**

Screen: Enter G/L Account Posting - Header Data (0100)

Enter G/L Account Posting: Header Data

Document Edit Goto Extras Settings Environment System Help

Held document Act assignmt model... G/L item fast entry Post with reference

Document date ? Type SA Company code ?

Posting date 05/16/2000 Period

Reference

Doc. header text

First line item

PstKy 40 Account Sp. G/L Trans. type

SB1 (1) (100) mwsap4 OVR 11:06

To enter a GJV, follow these steps:

Field	Description/Usage
Document Date	The creation date of the document, with the format MM/DD/YYYY.
Doc. Type	Enter the document type = SA for GJVs, SD for DARs
Company Code	Enter the 4-digit company code to define to which general ledger the journal should be posted
Posting Date	The date that SAP system posts the created transactions. The format is MM/DD/YYYY.
Period	Enter fiscal period, ranging from 1 to 12, and 13 as the special period

	for year-end adjustment. The period is automatically derived from the posting date, if there is no input in this field. Note that only special period 13 can be entered in this field. Any other value will be reset automatically by the system to correspond to the fiscal period of the posting date.
Reference	Enter the MWR reference number to enable easy document searching for posted documents. Note that this field is often used to store different information depending on the business transaction. DAR transactions will use the deposit slip number in this field.
Document Header Text	The entered text is to be applied to the document as a whole, not only on certain line item.
Posting Key	Enter posting key: <i>40</i> = Debit and <i>50</i> = Credit.
Account	Enter the relevant G/L account.
Sp. G/L	This field is not to be used with manual G/L postings or accruals.
Trans. Type	This field is used for asset postings only, therefore, it is not to be used with manual G/L postings or accruals.

After inputting the data on the first screen and pressing 'Enter', the *Screen: Enter G/L Account Document - Create G/L Account Item (0300)* is shown for inputting:

Enter General JV: Add G/L account item

Document Edit Goto Extras Settings Environment System Help

More data Act assignmt model... G/L item fast entry Tax amounts

G/L account **101101** 1287 KITSAP
Company code **1287** MWR COMNAVREG, N.W.

Item 1 / Debit entry / 40

Amount USD ☐ Calculate tax
Value date ?
Assignment
Text

Next line item

PstKy ☐ Account Sp.G/L ☐ New co.code

SB1 (11) (100) mwrsap4 QVR 11:22

Using Normal Line Item Screen:*Screen: Enter G/L Account Document - Create G/L Account Item (0300)*

Enter General JV: Add G/L account item

Document Edit Goto Extras Settings Environment System Help

More data Act assignmt model... G/L item fast entry Tax amounts

G/L account **101101** 1287 KITSAP
Company code **1287** MWR COMNAVREG, N.W.

Item 1 / Debit entry / 40

Amount USD ☐ Calculate tax
Value date ?
Assignment
Text Long text

Next line item

PstKy ☐ Account Sp.G/L ☐ New co.code

SB1 (1) (100) mwrsp4 OVR 11:22

Field	Description/Usage
Amount	Enter the appropriate amount for the transaction in the specific G/L account.
Assignment	Enter the appropriate cost center. Cost center is only a mandatory field for certain types of G/L accounts. Line items for most balance sheet accounts do not require entry of a cost center.
Text	Enter the required text for the certain line item.
Calculate Tax	This field is not used by MWR. Unfortunately, it cannot be suppressed.

All the remaining fields are optional and can be omitted in this process.



Display Manual G/L Posting Document

The posted or parked documents can be called up from the system for display at any time.

ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER → DOCUMENT → DISPLAY

Transaction Code: **FB03**

Screen: Display Document - Initial Screen (0100)

Field	Description/Usage
Company Code	Enter the 4-digit company code to define to which general ledger the journal should be posted.
Document Number	Enter the required parked document number
Fiscal Year	Enter the fiscal year of the parked document - formatting as 'YYYY'.

Fill the required fields and press 'Enter'. The document overview is shown:

Screen: Display Document - Overview (0700).

To display the *Header Data*, select: **GO TO → DOCUMENT HEADER.**

To display the *Line Item*, select: **EDIT → DISPLAY FROM ITEM** and then input the required item number and the details of the selected items are shown.



Daily Activity Records (DAR's)

The Manual DAR process in SAP contains steps to be completed by several employees, including:

- ◆ Activity Cashier
- ◆ Activity Manager
- ◆ Central Cashier
- ◆ DAR Accounting Technician



NOTE: All forms discussed in this procedure are located in the Appendix

Activity Cashier:

A DAR is completed for each register and/or cost center as a record of the daily receipts. The cashier will complete Section I of the DAR form and prepare the locked moneybag with the white copy of the DAR form included, to pass to the central cashier. If there are vendors involved in the daily receipts (i.e. ITT sold consignment tickets for Disney) that vendors sales information is forwarded to the accounting office. If there are customers business in the daily receipts, (i.e. Marina slip rental prepaid, membership dues, and catering private party contracts) the cashier has to complete a customer information form and forward that information to accounting with the DAR.

1. Complete Sections I of the Daily Activity Record (DAR). Include bag number at the top of the form. Sign the form and place in the deposit bag with all the day's deposits.
2. Complete forms for deposits that involve customers and attach to the second copy of the DAR.
3. Attach all information that pertains to sales that involve vendor payments to the second copy of the DAR.
4. Forward this information to the Activity Manager for signature and additional information.

Activity Manager:

The Activity Manager is responsible for completing Section II of the second copy of the DAR. Verify all information to be complete and correct.

1. Complete Section II of the second copy of the DAR.
2. Attach all information that pertains to customer and vendor items.
3. Sign the DAR and send all the information to the accounting office.

Central Cashier:

The central cashier will complete Section III and verify Section I of the DAR. The central cashier receives the deposit bags and logs them into a receipt log to make sure all bags have been accounted for. All the receipts are counted by bag and the central cashier completes Section III on the enclosed DAR by bag.

1. Verify all receipts by locked moneybag.
2. Complete Section III of the DAR form enclosed in the bag.
3. Record the deposit slip number on the bottom of each DAR form. If the bank does not supply pre-numbered deposit slips, then create a sequential numbering system and write the number on the deposit slip and on all Activity DAR copies. (for all DAR's that make up the total DAR)
4. Notate discrepancies in monies counted by striking through the Activity Cashiers amounts in Section I and indicate the actual amount counted and verified. Initial each change.
5. Sum all the daily receipts and complete deposit slip.
6. Prepare the accounting entry to record the days total deposits (See Cash Cage Deposit Form) and attach to those days DAR's along with a copy of the deposit slip.
7. Forward all completed DAR's to the DAR accounting clerk.

DAR Accounting Technician:

The accounting clerk receives the top copy DAR from the central cashier and matches the top copy to the second copy signed and completed by the Activity Manager. The accounting clerk completes the breakdown of revenue in Section IV and records all transactions to SAP.

1. Match all copies of the DAR.
2. Record the total deposit that was recorded on the Cash Cage Deposit form that was completed by the central cashier.
3. Prepare the breakdown of revenue on the SAP DAR fast entry form. Cash will be recorded to the DAR clearing account 101060. Always record over and short amounts to the Company codes G/A.
4. Enter all accounting information into SAP.

Entering DAR information into SAP:**STEP 1: Record the cash cage deposit amount**

**ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER >
DOCUMENT ENTRY > GL ACCOUNT POSTING**

Transaction Code: **F-02**

Retail (MM)

Enter G/L Account Posting: Header Data

Document Edit Goto Extras Settings Environment System Help

Held document Act assignmt model... G/L item fast entry Post with reference

Document date ? Type SA Company code ?

Posting date 06/01/2000 Period

Reference

Doc. header text

First line item

PstKy 40 Account

Start Inbox - Micro... 12:26 PM

Enter details of data:

Field	Description/Usage
Document date:	Date of the deposit slip
Posting date:	appropriate date for the days business
Document type:	SD for DAR
Company code:	SAP company code
Reference:	Deposit slip number given for this days business (VERY IMPORTANT: this reference number will be used in the reference field in step 2. MAKE SURE THE NUMBER IS ENTERED IN CORRECTLY IN BOTH STEPS.)
Text:	(Optional) can use for internal DAR numbering

Enter General JV: Add G/L account item

Document Edit Goto Extras Settings Environment System Help

More data Act assignmt model... G/L item fast entry Tax amounts

G/L account **101101** 1287 KITSAP
 Company code **1287** MWR COMNAVREG, N.W.

Item 1 / Debit entry / 40

Amount USD ☐ Calculate tax

Value date ?

Assignment

Text Long text

Next line item

PstKy ☐ Account Sp.G/L ☐ New co.code

SB1 (1) (100) mwr sap4 DWR 11:22

Field	Description/Usage
Posting key (PK):	40 (debit)
GL Account:	Enter the Account Number for the Local Depository Account (LDA). When only one LDA exists for a Company Code, the GL account will be 101071.
Amount:	enter the amount recorded by the central cashier on the bank deposit slip
Posting key (PK):	50 (Credit)
GLAccount:	101060 (DAR Clearing account)
Amount:	amount recorded by the central cashier on the bank deposit slip



Save Document by clicking the Save button

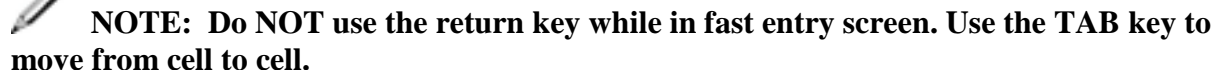
Record document number on posting documents

STEP 2: Record detail DAR information

**ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER >
 DOCUMENT ENTRY > GL ACCOUNT POSTING**

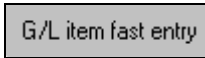
Enter DAR details:

G/L item fast entry



Field	Description/Usage
Posting key (PK):	40 (debit)
GL Account:	appropriate account for entry (cash will be recorded to 101060)
Amount:	appropriate amount for this line item
Posting key (PK):	50 (credit)
GL Account:	appropriate account for entry
Amount:	appropriate amount for this line item

Continue with the next line item. Posting key may alternate according to the entry being made. Continue posting debits and credits until DAR is recorded.

To get more line items, enter line and click  again.

Save the document and record the document number on the DAR.

REPEAT STEP 2 FOR RECORDING ALL ACTIVITIES DAR INFORMATION FOR THE DAY'S DEPOSIT.

STEP 3: CLEAR DAR CLEARING ACCOUNT (101060)

Use the following menu path:

**ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > ACCOUNT
> CLEAR**

Transaction Code: **F-03**

Clear G/L Account: Header Data

Document Edit Goto Settings System Help

Process open items

Account **101060** Clearing date **05/16/2000** Period **8**

Company code **1019** Currency **USD**

Open item selection

☒ Normal OI

Additional selections

☐ None
☐ Assignment
☐ Amount
☐ Document number
☐ Posting date
☒ Reference
☐ Document type
☐ Business area
☐ Posting key
☐ Document date
☐ Net due date

SB1 (1) (100) mwrsp4 | OVR | 13:39

Enter details:

Field	Description/Usage
GL Account:	101060
Clearing date:	current date

Click reference field (reference field contains the unique deposit slip number)

Process open items

Process open items

Screen will display additional selection criteria.

Clear G/L Account: Enter selection criteria

Document Edit Goto Settings System Help

Other selection Other account Process open items

Parameters entered

Company code	1819
Account	181060
Account type	S
Special G/L ind.	<input type="checkbox"/> Standard OIs

Reference

From	To	String	Initial value
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

SB1 (1) (100) mwsap4 OVR 13:41

After making additional selection criteria (using the reference field information), the screen will display all open items that match the selection criteria.

Retail (MM)

Clear G/L Account: Process open items

Document Edit Goto Settings Environment System Help

Distribute diff. Charge off diff. Editing options

Standard Partial pmt Res.items Withhldg tax

Account items 101060 CASH DAR CLEARING ACCOUNT

Reference	Document num	Dc	Document date	Pg	Days	USD Gross
10340092	1300004575	SD	04/20/2000	500		800.00
10340092	1300004575	SD	04/20/2000	500		124.00
10340092	1300004576	SD	04/20/2000	400		800.00
241	1300004265	SD	03/02/2000	500		16,624.48
241	1300004266	SD	03/02/2000	400		762.55
241	1300004267	SD	03/02/2000	400		63.00
241	1300004268	SD	03/02/2000	400		1,514.68
241	1300004269	SD	03/02/2000	400		117.45

Amount Gross<>Net Currency Items Items Disc. Dis

Editing status

Number of items 72 Amount entered 0.00

Display from item 1 Assigned 0.00

Display in clearing currency Not assigned 0.00

72 items were selected SB1 (1) (100) mwrsp4 OVR 13:49



Make sure amounts net to zero. If the account is out of balance for these open items, back out of the transaction, research the variance and create an entry to true up the difference.

If the account items net to zero, save the document.



No line items are created.

STEP 4: TRUE -UP DAR CLEARING (101060)

Proceed with this step only if the DAR clearing is out of balance.

ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER >
DOCUMENT ENTRY > GL ACCOUNT POSTING

Transaction Code: **F-02**

Enter details of data:

Field	Description/Usage
Document date:	date of the deposit slip
Posting date:	appropriate date for the days business
Document type:	SD
Company code:	SAP company code
Reference:	enter the deposit slip number given for this days business (VERY IMPORTANT: this reference number was used on the original DAR entry in step 2. MAKE SURE THE NUMBER IS ENTERED IN CORRECTLY IN ALL STEPS.
Text:	(Optional) can use for internal DAR numbering

Shortage:

Posting key (PK):	40 (debit)
GL Account:	912000 (for cash shortage)
Amount:	enter the amount that the DAR clearing account is out for this deposit
Cost center:	G & A cost center
Posting key (PK):	50 (Credit)
GL Account:	101060 (DAR Clearing account)
Amount:	enter the amount that the DAR clearing account is out for this deposit

Overage:

Posting key (PK):	40 (debit)
GL Account:	101060 (DAR Clearing account)
Amount:	enter the amount that the DAR clearing account is out for this deposit
Posting key (PK):	50 (Credit)
GL Account:	812000 (for cash overage)
Cost center:	G & A cost center

Save Document



and record document number on posting documents,

GO BACK TO STEP 3 AND CLEAR THE DAR ACCOUNT.



Credit Card Clearing Account (110000)

This procedure is done at the fund level and should be done at least once a week as the DAR information is made available to the Accounting Technician responsible for this process.

Use the following menu path:

**ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > ACCOUNT
> CLEAR**


Transaction code: **F-03**

Click the Process open items command button after entering the correct GL account number (110000).

Note: The following screen will show document types IC for the Mellon Credit Card and the corresponding DAR that matches the Mellon Bank payment.

Reference	Document num	Document type	Document date	Posting key	Date in system	USD Gross
	1000000105 EC		03/07/2000	50	0	11,975.55-
	1000000106 EC		03/08/2000	50	0	5,028.93-
	1000000107 EC		03/09/2000	50	0	7,168.37-
	1000000108 EC		03/10/2000	50	0	4,052.90-
	1000000109 EC		03/11/2000	50	0	2,764.80-
	1000000110 EC		03/14/2000	50	0	12,843.75-
245	1000000342 SD		03/06/2000	40	0	68.40
245	1000000343 SD		03/06/2000	40	0	59.15
245	1000000347 SD		03/06/2000	40	0	4.50
245	1000000349 SD		03/06/2000	40	0	65.00
245	1000000350 SD		03/06/2000	40	0	2,012.90
245	1000000351 SD		03/06/2000	40	0	2,027.50
245	1000000352 SD		03/06/2000	40	0	655.05
245	1000000359 SD		03/06/2000	40	0	55.05

Make sure that the amounts net to zero. If the accounts are out of balance, you must back out of the transaction and create an entry to true up the difference(s).

If the account items net to zero as shown in the screen above, save the document by clicking on the save icon. .



True Up Credit Card Clearing (110000)

Use these steps only if the Credit Card Clearing Account 110000 is Out Of Balance.

Menu Path: **ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > DOCUMENT ENTRY > GL ACCOUNT POSTING**

Transaction code: **F-02**

The first of these screens are for a shortage where the Cash shortage - GL account 912000 must be adjusted.

Enter G/L Account Posting: Header Data

Document date: 05/31/2000 Posting date: 05/31/2000 Document type: SD Reference: Mellon Bank Sect

G/L account: 110000 Amount: 1010

Field	Description/Usage
Document Date	Date of the Mellon Bank Payment
Posting Date	The appropriate date for the day's business.
Document Type	Enter SD for DAR
Reference	Mandatory when using document type SD. Enter some identifying numbers, etc
Text	Optional

Shortage:

Posting key (PK):	40 (debit)
GL Account:	912000 (for cash shortage)
Amount:	Enter the amount that the Credit Card clearing account is out for the Mellon Bank payment.
Cost center:	G & A cost center
Posting key (PK):	50 (Credit)
GL Account:	110000 (Credit Card Clearing account)
Amount:	Enter the amount that the Credit Card clearing account is out for the Mellon payment

Enter DAR journal: Add G/L account item

Document: [] Date: [] Entry: [] Settings: [] Equipment: [] System: [] Help: []

GL account: 912000 CASH SHORTAGE

Company code: 1819 MWIR NWSTA NWYPORT

Item 1 / Debit entry / 49

Amount: 15.00 USD

Cost center: 1

Date: []

Assignment: []

Text: Mellon Bank, Test 1

Long text

Post: 50 Account: 110000 Sp. S/L: [] New co. code: []

The following screens are for a cash overage where the Cash Overage - GL account 812000 must be adjusted.

Field	Description/Usage
Document Date	Date of the Mellon Bank Payment
Posting Date	The appropriate date for the day's business.
Document Type	Enter SD for DAR
Reference	Mandatory when using document type SD. Enter some identifying numbers, etc
Text	Optional

Retail (MM)

Enter G/L Account Posting Header Data

Document date: 05/21/2008 Type: 50 Company code: 1010

Posting date: 05/21/2008 Period: 8

Reference: Mellon Bank Test

Document number:

Next line item

Policy: 40 Account: 110000 ☐ Transfer

Overage:

Posting key (PK):	40 (debit)
GL Account:	110000 (Credit Card Clearing account)
Amount:	Enter the amount that the Credit Card clearing account is out for Mellon Bank payment.
Posting key (PK):	50 (Credit)
GL Account:	812000 (for cash overage)
Cost center:	G & A cost center


Enter G/L journal, Add G/L account item

Document: [] Date: [] Entry: [] Settings: [] Environment: [] System: [] Help: []


GL account: **110000** ELECTRONIC CREDIT CARD ACCOUNT
 Company code: **1010** MWANMSTANBYPORT

Item: 1 / Debit entry / 40

Amount: **25.00** USD ☐ Calculate tax

Value date: []
 Assignment: []
 Text: **Mobitel Bank Trans 2**  Long text

Real time item

Party: **50** Account: **812000**  G/L New co code: []

991 (12/1993) * | document: 815 | 0028

Save Document



and record document number on posting documents,

GO BACK TO THE START (TRANSACTION CODE F-03) AND CLEAR THE CREDIT CARD ACCOUNT (110000).

Reversal of Manual G/L Postings

A reversal may be necessary when the posted accounting document is found incorrect or to reverse an accrual.



Reverse Incorrect Document (GJV or DAR only)

ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER → DOCUMENT → REVERSE → REVERSE INDIVID. DOCS

Transaction Code: **FB08**

Screen: *Reverse Document - Header Data (0105)*

Field	Description/Usage
Document Number	Enter the required document number
Company Code	Enter the 4-digit company code to define to which general ledger the journal should be posted
Fiscal Year	Enter the fiscal year of the accounting document - formatting as 'YYYY'.
Posting Date	Enter the date for posting the reversal document, the creation date is used if this field is not specified.
Period	Enter fiscal period, ranging from 1 to 12, and 13 as the special period for year-end adjustment. The period is automatically derived from the posting date, if there is no input in this field. Note that only special period 13 can be entered in this field. Any other value will be reset automatically by the system to correspond to the fiscal period of the posting date.

The original document can be displayed by selecting: **GO TO → DISPLAY DOCUMENT**

Reverse Document: Header Data

Document Edit Goto System Help

Display before reversal Find documents

Document no.

Company code **1019**

Fiscal year **2000**

Reverse posting details

Reversal reason

Posting date

Posting period

Check management specifications

Void reason code

SB1 (1) (100) mwrsp4 DVR 14:56

*The header and items details can be displayed as specified in the **Display Manual G/L Posting Document** instructions.*

To Reverse the Original Document, execute: **DOCUMENT → POST** and the system generates the reversal accounting document.



Intercompany Transactions

It may be necessary to perform transactions throughout the month that affect more than one fund. These transactions usually occur when one fund provides goods or services to another. For example, often MWR provides accounting services for VQ activities. Or, one MWR fund may transfer ITT tickets to another. Instead of preparing a check payable to the MWR providing the service/goods, an “intercompany transaction” may be performed. This transaction is simply a general journal voucher with an alternate company code.

In order for this transaction to work properly, the two company codes doing business **MUST** have a relationship built between them in the AIMS/SAP system. For example, a relationship between MWR and VQ has been built for those MWR funds that provide accounting services for VQ. In cases where a region exists, there are relationships built between the MWR funds within each region. However, not all MWR funds/VQs have relationships established in the SAP system. MWR funds that are not part of the same region will not be linked to each other automatically. All VQ funds will **NOT** be linked to each other automatically – therefore, intercompany transactions may **NOT** be performed between every VQ. If it is determined that an intercompany transaction is necessary where **NO** relationship has been established within SAP, please contact MWR HQ (RAMCAS Field Accounting Section) for guidance.

Keep in mind, there should **ALWAYS** be some local policy or procedures in place to perform “intercompany transactions”. Local procedures may be established where the local MWR Business Office makes the intercompany transaction for payment for accounting services by the VQ. Intercompany transactions must be agreed upon by both parties – some local procedure **MUST** be established to document these transactions. For example, the automatic processing of the intercompany transaction to record the monthly payment for accounting services (by the VQ) to the local MWR Fund could be included in the contract or Memorandum of Agreement (MOA) between the MWR and the VQ.


It is **NOT** recommended that this transaction be used to correct errors in posting between company codes. Because the “intercompany transaction” concept is relatively new and can be easily confused, it is imperative that documentation is **COMPLETE**. If an error is made (a document posted to the incorrect company code), the document should be reversed and correctly re-keyed into the correct company code. Likewise, if an invoice is posted to an incorrect company code, the invoice should be reversed and re-entered correctly. If a check was prepared from the wrong company code, it is recommended the check be voided, the invoice reversed and re-keyed so that a complete and easily understood audit trail exists concerning this payment. If it is decided that an “intercompany transfer” is needed, documentation **MUST** be complete and **MUST** pass audit trail requirements. Remember, all source documents should fully support the transaction and any auditors that may examine your records must be able to clearly understand “intercompany transactions” using your source documents and on-line examination.

In order to perform this “intercompany transaction” go to:

ACCOUNTING>FINANCIAL ACCOUNTING>GENERAL LEDGER>DOCUMENT ENTRY>G/L ACCOUNT POSTING

Transaction Code: **F-02**

Complete the header information for the document. These include the document date, the posting date, the document type (SA is correct), reference information, document header text, etc. The Company code should be the company code initiating the transaction. For example, use the VQ company code (8019) when processing the intercompany transaction to record the payment for accounting services to the MWR Fund. This is illustrated below:

Press the Enter key or click the green arrow .

Complete the following screen to enter the amount of the transaction (\$6373.37) and the cost center (786).

Retail (MM)

Enter DAR journal: Add G/L account item

Document Edit Goto Extras Settings Environment System Help

More data Act assignmt model... G/L item fast entry Tax amounts

G/L account **763000** DEPRECIATION EXPENSE FF&E
Company code **1287** MWR COMNAVREG, N.W.

Item 1 / Debit entry / 40

Amount USD ☐ Calculate tax


Cost center ?
Order
Assignment
Text Long text

Next line item

PstKy Account Sp.G/L New co.code

SB1 (1) (100) mwrsp4 DVR 11:48

Note that in the “Next line item” portion of the screen, we have used PstKey 15 (Incoming Payment), the Account Number for CBQ which in this case is 10006 and the New co. code (1019), the Mayport MWR fund. This will record the revenue for the MWR fund.

Press the Enter key or click the green arrow .

The screen now allows entering the amount of the Incoming payment. See the screen below.

Enter General JV: Add Customer Item

Document Edit Goto Extras Settings Environment System Help

Customer: 10000 CBQ G/L acc: 133005

Company code: 1019 Bldg: 1337 N.S.

MWR/NW/STA MAYPORT Mayport

Item 2 / Incoming payment / 15

Amount: 6,373.37 USD

Date date: 05/16/2000

Invoice ref: / /

Post block: ☐ Post method: ☐ Post method expl: ☐

Assignment:

Test: Long feed

Next line item:

Pstky: ☐ Account: Sp G/L: ☐ New co. code:

SBT (1)(100) * newap4 045 07/24

Now, click the “Overview Icon” .



Enter General JV: Display Overview

Document Edit Goto Extras Settings Environment System Help

Display currency: Post document Act assign model G/L item list entry Taxes

1019 US NW/STA MAYPORT 6,373.37

1019 MAR NW/STA MAYPORT 6,373.37-

Items in document currency:

Item PK	CoCd	Account	Description	CostDr	Order	Amount
001 40	0019	741000	SUPPORT SERV EXP	786		6,373.37
002 15	1019	10000	CBQ			6,373.37-

0 6,373.37 C 6,373.37 0.00 * 2 Line items

Other line item:

Pstky: ☐ Account: Sp G/L: ☐ New co. code:

SBT (1)(100) * newap4 045 07/25

You will notice that the screen now shows both company codes affected by the intercompany transaction.

Retail (MM)

It is very important when performing intercompany transactions, to go to the menu path: DOCUMENT > SIMULATE. The resulting screen, shown below, gives the user all the details of these intercompany transactions.

The screenshot shows the 'Simulate Document' window in SAP. At the top, there are tabs for 'Document', 'List', 'Goto', 'Copy', 'Settings', 'Environment', 'System', and 'Help'. Below these is a search bar and a 'Display currency' dropdown. The main area displays the document details for company codes VQ and MWR, both dated 10/10/01. Below this, a table titled 'Items in document currency' lists the line items:

Item	PK	CoCd	Account	Description	CostGr	Order	Amount
001	40	0019	741000	SUPPORT SERV EXP	700		6,373.37
002	15	1019	101005	CBE			6,373.37-
003	50	0019	101005	INTER-COMPANY CASH			6,373.37-
004	40	1019	101005	INTER-COMPANY CASH			6,373.37

At the bottom, the totals are shown: 0 12,746.74, 0 12,746.74, and 0.00 * 4 Line items. Below the table, there are fields for 'Other line item', 'Fstrg', 'Account', 'Sp.G/L', 'New co.code', and 'Old co.code'.

Two documents will be created through posting of this transaction. One document for the initiating company code (the VQ company code in our example) and one document for the receiving company code (the MWR company code in our example). The offsetting entry for each transaction is INTERCOMPANY CASH (101005). Be sure to record both document numbers.

WARNING: Be aware that using intercompany transactions can lead to misleading results when querying the amount in the GL account 101005. This type of journal posted across company codes that do NOT involve Company Code 7900 – Inter-company and do NOT represent cash transactions will affect the meaning and validation of any amount in account 101005 at certain times during the accounting period.



Intercompany Document Reversals

If the need arises that you must reverse an Intercompany Transaction, you will need to follow an alternate menu path rather than a normal document reversal.

To accomplish this type of a document reversal, we must enter the 16 digit cross company code document number.

To ascertain what this number is, use the following menu path:

**ACCOUNTING>FINANCIAL ACCOUNTING>GENERAL
LEDGER>DOCUMENT>DISPLAY**

Transaction code: **FB03**

The screenshot shows the SAP 'Document Display' (FB03) window. The document is titled 'General-JR (54)' and is a reversal of document 100000024. The reversal date is 02/28/2000, and the posting date is 02/28/2000. The document is for company 0019, fiscal year 2000, and is in the period 05. The original document was for 'DEET SERVICES' with a cross-company number 100000024001000. The reversal is in USD currency.

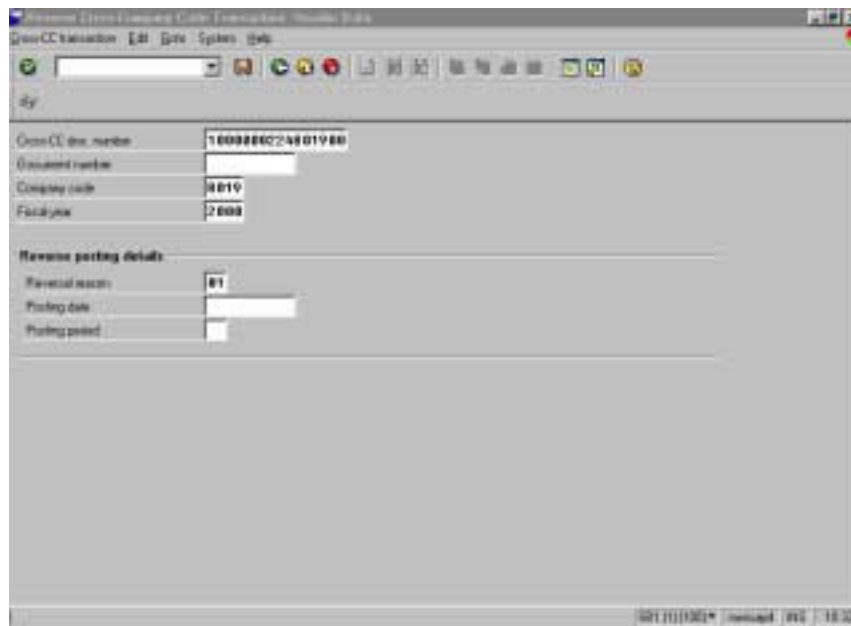
Item	PR	Account	Account Short Text	Amount	Cost obj.	Order	Assignment
1	NR	741000	SUPPORT SERV EXP	4,373.37	786		PMT CQX HOFFE
2	CR	101005	INTER-COMPANY CASH	4,373.37			

Important: Make a note of the 16 digit Cross-company code

Follow this menu path to handle the document reversal:

**ACCOUNTING>FINANCIAL ACCOUNTING>GENERAL
LEDGER>DOCUMENT>CROSS CC TRANSACTION>REVERSE**

Transaction code: **FBU8**



Enter the 16 digit Cross CC number. For example, 1000000224801900 as shown above. Or as an alternative method of continuing the process, you may enter one of the two original document numbers and the process will show both documents to be reversed. For example, we could use 1000000224 instead of the 16 digit number.

Enter either one of the two company codes. We are using the VQ company code 8019.

Enter a reversal reason (01 for current period, 02 for an alternate posting date)

If you have selected 02 – the alternate posting date (rather than the original document posting date), Enter a posting date.

Click the Save Icon. 

The system will then inform you the transaction has been completely reversed. Two reversal document numbers will be identified (one for each company code affected). Make a note of these document numbers and store this information with the other documentation to provide a clear and easily understood audit trail.

Sample General Ledger Posting across Company Codes

STEP 1: Record Cash Cage Deposit for VQ that shares Bank Account with MWR

CASH CAGE INTER COMPANY DEPOSIT FORM <small>(Available for use by all persons for non-revenue)</small>					
DOCUMENT DATE	<input type="text" value="7/25/99"/> <small>(if open by date)</small>				
DOCUMENT TYPE	<input type="text" value="SD"/>	COMPANY CODE	<input type="text" value="1019"/> <small>(if open by date, use same as MWR Co. code)</small>		
POSTING DATE	<input type="text" value="7/25/99"/> <small>(if supplied by client)</small>				
REFERENCE	<input type="text" value="1234"/> <small>(if open by date)</small>				
DOC. REF. DIRECT	<input type="text"/> <small>(if supplied by client)</small>				
Posting Key (FK)	<input type="text" value="40"/>	GL ACCOUNT	<input type="text" value="101071"/>	AMOUNT	<input type="text" value="\$100.00"/>
		DEBIT			
Posting Key (FK)	<input type="text" value="50"/>	GL ACCOUNT	<input type="text" value="101060"/>	AMOUNT	<input type="text" value="\$100.00"/>
		CREDIT			
<small>(Fund sharing bank account VQ Co. code)</small>					
Description:					
<input type="text"/>					
<input type="text"/>					
Prepared by	Date	Reviewed by	Date		
		Approved by	Date		
System Generated Document Number		In Co. Code MWR	<input type="text"/>	In Co. Code VQ	<input type="text"/>
<small>(if supplied by client)</small>					
AMT-DAR-002					

ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > DOCUMENT ENTRY > GL ACCOUNT POSTING

Transaction Code: **F-02**

Enter G/L Account Posting: Header Data

Document Edit Goto Extras Settings Environment System Help

Held document Act assignmt model... G/L item fast entry Post with reference

Document date ? Type SA Company code ?

Posting date 06/01/2000 Period

Reference

Doc. header text

First line item

PstKy 40 Account

Start Inbox - Micro... 12:26 PM

Field	Description/Usage
Document Date	The creation date of the document, with the format MM/DD/YYYY.
Doc. Type	Enter the document type = SD for DAR
Company Code	Enter the 4-digit company code to define to which general ledger the journal should be posted.
Posting Date	The date that SAP system posts the created transactions. The format is MM/DD/YYYY.
Period	Enter fiscal period, ranging from 1 to 12, and 13 as the special period for year-end adjustment. The period is automatically derived from the posting date, if there is no input in this field. Note that only special period 13 can be entered in this field. Any other value will be reset automatically by the system to correspond to the fiscal period of the posting date.
Reference	Enter the MWR reference number to enable easy document searching for posted documents. Note that this field is often used to store different information depending on the business transaction. DAR transactions will use the deposit slip number in this field.

Document Header Text	The entered text is to be applied to the document as a whole, not only on certain line item.
Posting Key	Enter posting key: <i>40</i> = Debit and <i>50</i> = Credit.
Account	Enter the relevant G/L account.
Sp. G/L	This field is not to be used with manual G/L postings or accruals.
Trans. Type	This field is used for asset postings only, therefore, it is not to be used with manual G/L postings or accruals.

Enter DAR journal: Add G/L account item

Document Edit Goto Extras Settings Environment System Help

More data Act assignmt model... G/L item fast entry Tax amounts

G/L account **763000** DEPRECIATION EXPENSE FF&E
Company code **1287** MWR COMNAVREG, N.W.

Item 1 / Debit entry / 40

Amount USD ☐ Calculate tax

Cost center

Order

Assignment

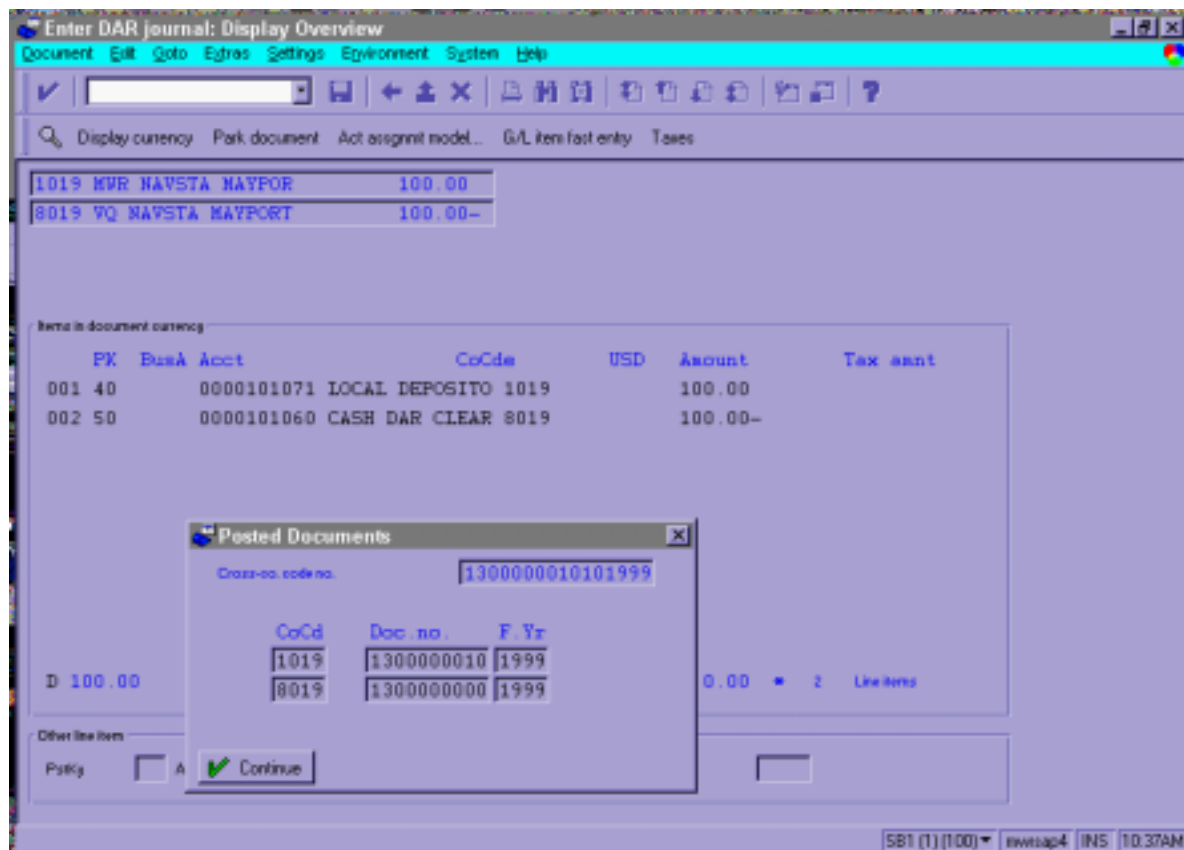
Text Long text

Next line item

PstKy ☐ Account Sp.G/L ☐ New co.code

SB1 (1)(100) mwr sap4 OVR 11:48

Retail (MM)



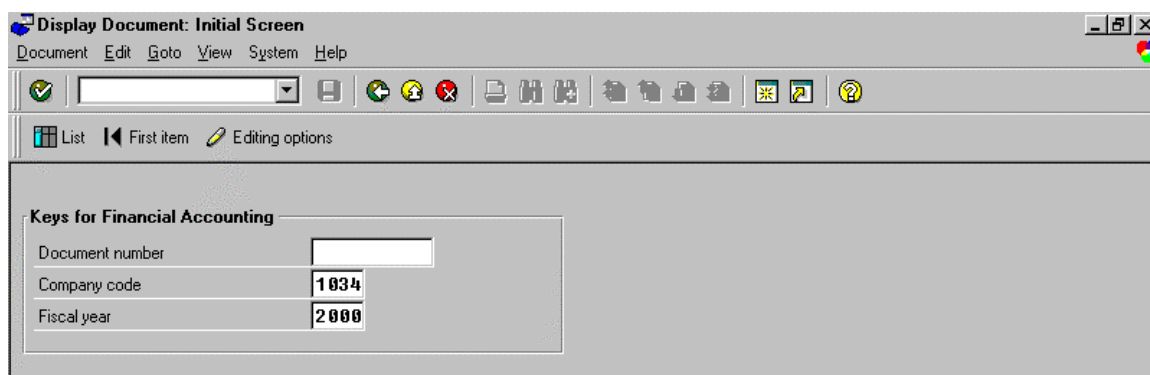
Display Manual G/L Posting Document

The posted or parked documents can be called up from the system for display at any time.

ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER → DOCUMENT → DISPLAY

Transaction Code: **FB03**

Screen: Display Document - Initial Screen (0100)



Field	Description/Usage
Company Code	Enter the 4-digit company code to define to which general ledger the journal should be posted.
Document Number	Enter the document number
Fiscal Year	Enter the fiscal year of the parked document - formatting as 'YYYY'.

Fill the required fields and press 'Enter'. The document overview is shown:

Screen: Display Document - Overview (0700).

To display the *Header Data*, select: **GO TO → DOCUMENT HEADER**.

To display the *Line Item*, select: **EDIT → DISPLAY FROM ITEM** and then input the required item number and the details of the selected items are shown.

Document Overview

Document Edit Goto Settings Extras Environment System Help

General JU (SA)

Doc. number	1000001853	Company code	1287	Fiscal year	2000
Doc. date	01/31/2000	Posting date	01/31/2000	Period	04
Ref.doc.	GJU	Cross-company n			
Doc.currency	USD				

Itm	PK	Account	Account short text	Amount	Cost ctr	Order	Assignment
1	40	763000	DEPR EXP FF&E	49.17	572		
2	50	763000	DEPR EXP FF&E	49.17-	373		
3	40	721000	TRAVEL AND PER DIEM	119.40	318		
4	40	721000	TRAVEL AND PER DIEM	730.65	323		
5	40	721000	TRAVEL AND PER DIEM	59.92	318		
6	40	721000	TRAVEL AND PER DIEM	83.56	864		
7	50	721000	TRAVEL AND PER DIEM	119.40-	406		
8	50	721000	TRAVEL AND PER DIEM	83.56-	406		
9	50	721000	TRAVEL AND PER DIEM	59.92-	406		
10	50	721000	TRAVEL AND PER DIEM	730.65-	402		
11	40	721000	TRAVEL AND PER DIEM	173.36	384		
12	40	721000	TRAVEL AND PER DIEM	576.00	336		
13	50	721000	TRAVEL AND PER DIEM	173.36-	412		
14	50	721000	TRAVEL AND PER DIEM	576.00-	412		
15	40	781000	ADVERTISING & PROMO	32.45	338		
16	50	781000	ADVERTISING & PROMO	32.45-	412		

SB1 (2) (100) mwsap4 OVR 11:38



Display Cross Company Code Manual G/L Posting Document

The posted or parked documents can be called up from the system for display at any time.

ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER → DOCUMENT → CROSS-CC TRANSACTIONS → DISPLAY

Transaction Code: **FBU3**

Field	Description/Usage
Cross-CC no.	Enter the Cross Company Code Document Number to be displayed.

Display Transaction: Overview

Transaction Edit Goto Extras Settings Environment System Help

Display currency

Cross-CC no. 1300000010101999 Doc type ED DARjournal

Posting date 07/29/1999

Documents

CoCd	Doc. no.	Year	Total	Item	Company code description
1019	1300000010	1999	100.00	2	MVR NAVSTA MAYPORT
8019	1300000000	1999	100.00	2	VQ NAVSTA MAYPORT

Items in document currency

CoCd	Doc. no.	Item	Acct no.	Description	Display in USD
1019	1300000010	001	101071	LOCAL DEPOSITORY	100.00
1019	1300000010	002	101005	INTER-COMPANY CASH	100.00-
8019	1300000000	001	101060	CASH DAR CLEARING AC	100.00-
8019	1300000000	002	101005	INTER-COMPANY CASH	100.00

SE1 (11/100) View Log IN5 10:52AM



Note: All Cross Company Postings offsets are automatically posted to account 101005.



Account Assignment Model

The '*Account Assignment Model*' is a reference for document entry. It may contain any number of G/L accounts and amounts and does not have to be complete. When posting a document with an Account Assignment Model, you can add, change, or delete any of the reference data used in the model.



Create/Change Account Assignment Model

To create the *Account Assignment Model*, the following menu path is used:

**ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER →
DOCUMENT ENTRY → REFERENCE DOCUMENTS → ACCOUNT
ASSIGNMENT MODEL → CREATE**

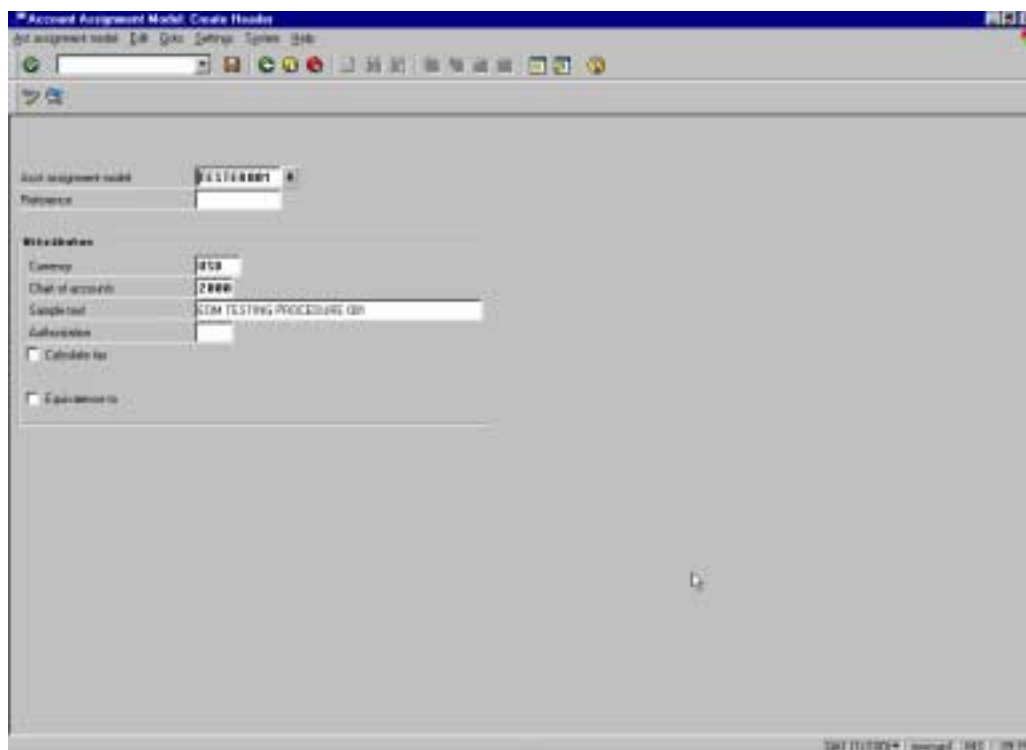
Transaction Code: **FKMT**

Screen: *Account Assignment Model - Initial Screen (No. 0101)*

	Description/Usage
Acct assignment model	Enter the name of your model. The name can be up to ten characters.
Reference	Leave blank to create an entirely new <i>Account Assignment Model</i> or enter the name of an existing <i>Account Assignment Model</i> to copy and edit.

Retail (MM)

Currency	Enter USD.
Chart of Accounts	Enter 2000.
Sample Text	Enter the text for your <i>Account Assignment Model</i> .
Authorization	If you are familiar with authorization groups, enter restrictions here or simply leave this field blank.



Account Assignment Model: Create Header

Account assignment model: Z000001

Reference:

With Selections:

Currency: USD

Chart of accounts: 2000

Sample text: SIM TESTING PROCEDURE OR

Authorization:

☐ Calculate tax

☐ Equivalent to:

GOTO → LINE ITEMS



NOTE: You can change your screen template. Example: **SETTINGS→ SCREEN TEMPLATE→Variant Z0001 - One Line Account Assignment Model**

Create your line items and save .



ACCOUNTING \ FINANCIAL ACCOUNTING \ GENERAL LEDGER \

Retail (MM)

Enter G/L Account Posting: Header Data

Document Edit Goto Extras Settings Environment System Help

Held document Act assignmt model... G/L item fast entry Post with reference

Document date ? Type SA Company code ?

Posting date 06/01/2000 Period

Reference

Doc.header text

First line item

PstKy 40 Account

The 'Account Assignment Model' is used after entering the header information of your document.

GOTO → ACCOUNT ASSIGNMENT MODEL → Choose your Model



NOTE: You can also select the pushbutton labeled: **Act assignmnt model**

Select Account Assignment Model

Acct assignmnt model TESTER001

✓ ✗

Accruals Journals – Creation and Reversal



Entering Accrual Journal Vouchers (AJVs)

ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER → PERIODIC PROCESSING → CLOSING → VALUATE → ENTER ACCRUALS

Transaction Code: **FBS1**

Screen: Enter Accrual/Deferral Doc.: - Header Data (0100)

Field	Description/Usage
Document Date	The creation date of the document, with the format MM/DD/YYYY.
Doc. Type	Enter the document type = SB for Payroll and other AJVs, SI for Inventory.
Company Code	Enter the 4-digit company code to define to which general ledger the journal should be posted.

Posting Date	The date that SAP system posts the created transactions. The format is MM/DD/YYYY.
Period	Enter fiscal period, ranging from 1 to 12, and 13 as the special period for year-end adjustment. The period is automatically derived from the posting date, if there is no input in this field. Note that only special period 13 can be entered in this field. Any other value will be reset automatically by the system to correspond to the fiscal period of the posting date.
Reference	Enter the MWR reference to enable easy document searching for posted documents. Note that this field is often used to store different information depending on the business transaction.
Doc. Header Text	The entered text is to be applied to the document as a whole, not only on certain line item.
Reversal Reason	Enter reversal reason code = 03 Accrual Reversal
Reversal Date	Normally, for an EOM accrual, the reversal date will be the first day of the next period.
Post Key	Enter Posting Key: 40 = Debit and 50 = Credit.
Account	Enter the relevant G/L account.
Sp. G/L	This field is not to be used with manual G/L postings or accruals.
Trans. Type	This field is used for asset postings only, therefore, it is not to be used with manual G/L postings or accruals.

After entering the required items and pressing 'Enter', the *Screen: Enter Accrual/Deferral Document - Create G/L Account Item (0300)* is shown for inputting:

Enter Accrual/Deferral Doc.: Add G/L account item

Document Edit Goto Extras Settings Environment System Help

More data Act assignmt model... G/L item fast entry Tax amounts

G/L account **102000** RESTRICTED CASH CAPITAL OUTLAYS
Company code **1019** MWR NAVSTA MAYPORT

Item 1 / Credit entry / 50

Amount USD ☐ Calculate tax

Assignment

Text Long text

Next line item

PstKy ☐ Account Sp.G/L ☐ Trans.type New co.code

Field	Description/Usage
Amount	Enter the appropriate amount for the transaction in the specific G/L account.
Cost Center	Enter the appropriate cost center. Cost center is only a mandatory field for certain types of G/L accounts (see above). Line items for most balance sheet accounts do not require entry of a cost center.
Text	Enter the required text for the certain line item.

All the remaining fields are optional and can be omitted in this process.

GL Fast entry can also be utilized for key entry of accounting details. Access the entry after the header information is complete. To access the fast entry screen, click on the



button above the header information (See *Screen: Enter Accrual/Deferral Doc.: - Header Data (0100)* At the beginning of this document. The standard fast entry screen will pop up for keying. If another screen template is required, click on **Settings> Entry Template**, a table with other options will be displayed for selection. Click on the one desired.

Enter Accrual/Deferral Doc.: Add G/L account item

Document Edit Goto Extras Settings Environment System Help


More data Act assignmt model... G/L item fast entry Tax amounts

G/L account **102000** RESTRICTED CASH CAPITAL OUTLAYS
 Company code **1019** MWR NAVSTA MAYPORT

Item 1 / Credit entry / 50

Amount USD ☐ Calculate tax



Assignment

Text  Long text

Next line item

PstKy ☐ Account Sp.G/L ☐ Trans.type New co.code

Start | jInbox - Micro... | Microsoft W... | Exploring - C... | SAP Logon ... | Enter Accru... | 3:10 PM

To display the transaction before posting, click on the document overview  icon and view the document details. Save the document by clicking on the  Save icon.



Display Accrual Posting Document

ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER → PERIODIC PROCESSING → CLOSING → VALUATE → ENTER ACCRUALS → DOCUMENT → DISPLAY

Transaction Code: **FB03**

The last document posted will display on the screen.



Display accrual posting document from GL entry

ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER → DOCUMENT → DISPLAY

Transaction Code: **FB03**

Field	Description/Usage
Document Number	Enter the required document number
Company Code	Enter the 4-digit company code to define to which general ledger the journal should be posted.
Fiscal Year	Enter the fiscal year of the document - formatting as 'YYYY'.

Hit the enter key. The screen will display the document requested.



Reverse Accrual (AJV)

At the end of each month, you must perform a process to execute accrual reversals for the accrual entries that you booked in the current accounting period. These accrual reversals are normally set up to reverse with a posting date of the first day of the next accounting period.

To begin, go to the following menu path:

ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER → PERIODIC PROCESSING → CLOSING → VALUATE → REVERSE ACCRUALS

Transaction Code: **F.81**

Screen: Reverse Accruals: Initial screen (1000)

Field	Description/Usage
Company Code	Enter the 4-digit company code(s) for which you wish to execute the accrual reversal (you may run this process for more than one company code in one session; just remember to use the multiple selection arrow to record the additional company codes vice a <u>range</u> of company codes).
Document Number	Leave the document number field blank so that the system will scan all accrual documents.


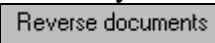
Fiscal Year	Enter the fiscal year of the accounting document - formatting as 'YYYY'.
Document type	SB for regular accrual entries, SI for resale inventory documents.

There are further selection options on the selection screen which may be used to narrow down the number of documents which are selected for reversal , e.g user name – these are optional.

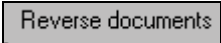
Further Selections

Reverse posting date	This date is the date on which you indicated the accrual reversal would be posted. Normally the posting date of the reversal is the first date of the next accounting period (e.g., for accruals prepared for the November closing, the normal reversal date would be 12/1/YYYY, etc.)
----------------------	--

Ensure that test run checkbox is flagged. This will prompt the system to list all accruals that are eligible for reversal.

After completing inputting, select: **PROGRAM → EXECUTE**  . A listing of all accruals will appear. These entries are your original accrual documents. You should see document type SB (regular accrual entries) and SI (resale inventory documents). At this stage when the list appears accurate, the “Reverse documents”  button may be selected and the system will post the reversing entries!

Without the test flag on, all documents which fit the program’s selection criteria, will be reversed without the system providing an opportunity to view the selected documents first.

After selecting the  icon, the message is updated with “*Documents for which a reverse posting was generated*”. Print the report and file.

Reverse of Documents with Reversal Date: Log Test run

List Edit Goto System Help

Reverse documents

HMR Development
Millington

Reverse Accrual/Deferral Documents

Documents for which a reverse posting is possible

Document number	Company code	Fiscal year	Doc.type	Posting date	Document date	Rever
1600000036	1019	1999	SI	08/05/1999	08/05/1999	09/01
1600000037	1019	1999	SI	08/05/1999	08/05/1999	09/01
1600000039	1019	1999	SI	08/01/1999	08/01/1999	09/01
1600000040	1019	1999	SI	08/01/1999	08/01/1999	09/01

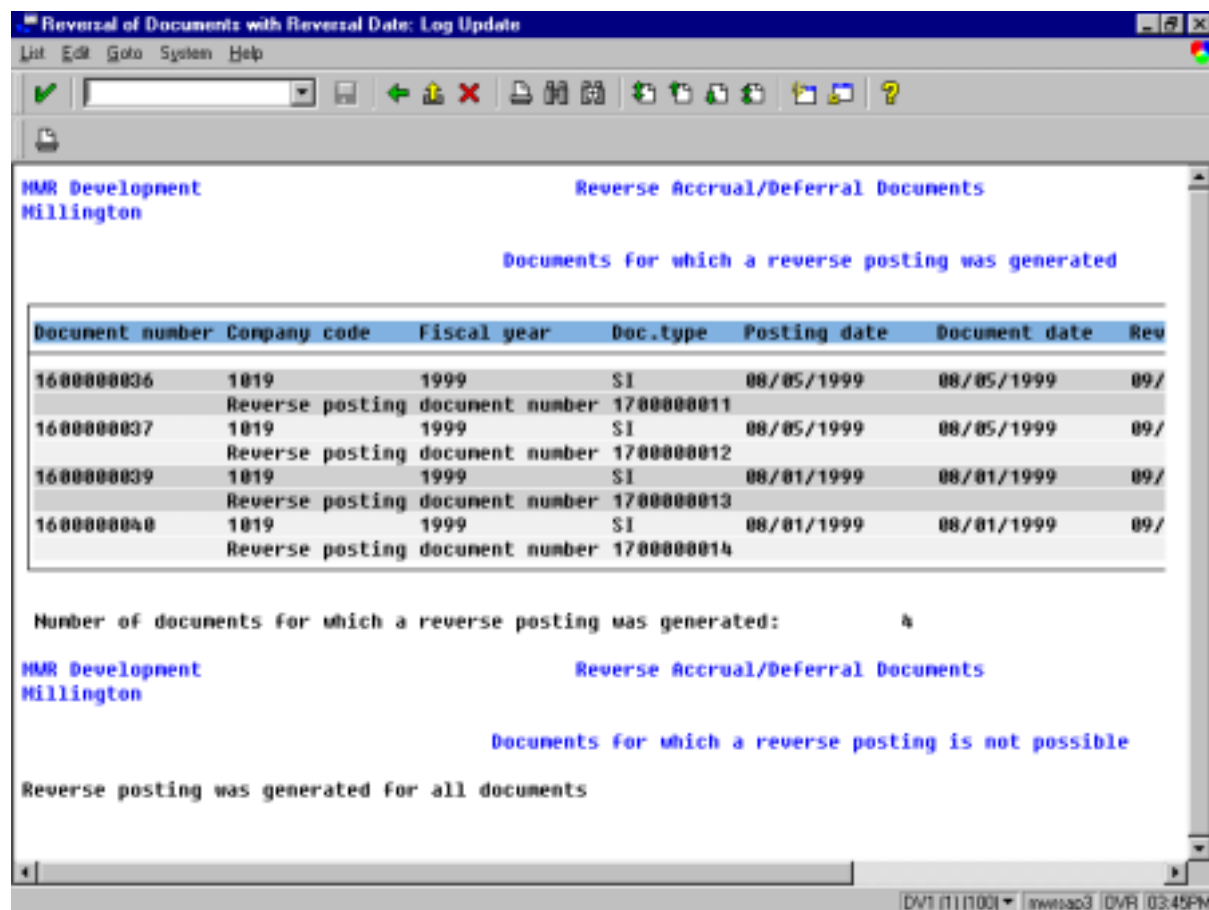
HMR Development
Millington

Reverse Accrual/Deferral Documents

Documents for which a reverse posting is not possible

Reverse posting possible for all documents

[DV1 (1) (100) mwttrap3 OVR 03:40PM]



The process is now complete! The reversal document number has been provided on the line below the original document number.

In order to view your posted accrual reversal documents, go to:

ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > DOCUMENT > DISPLAY

Click the “list” icon (or you may request the system to display the actual document number provided when you ran the reversal process).

Enter the appropriate company code. Enter the document type “SC” (the reversal document for a SB) and document type “SJ” (the reversal type for a SI).

Enter the posting date (the date you indicated the entry should be posted when you created the recurring document, usually the first day of the next accounting period).

NOTE: Remember, when using multiple selections, you must enter the additional document types (or company codes) using the “multiple selection ARROW” at the right of the line. DO NOT enter a range from SC to SI – you will be provided a list of all documents with types SC, SD, SE, SF etc...the same applies when requesting multiple company codes. If you identify the range to be 1287 to 8172, the system will attempt to give you ALL company codes falling in that numerical range!!!

Click the Execute icon.



The actual FI documents will be listed. If you double click on each document, you can view the actual entries that were posted to the general ledger.

NOTE: You may run this process at any time during the month and you may run it multiple times during the month. If it has been determined that an additional accrual entry document was created after the accrual reversal process is complete, simply repeat the process. Running the process more than one time during an accounting period will NOT result in duplicate entries! The system will ONLY create the reversal entry once for each preiod and ONLY once for each accrual document!

- ◆ To print out the ‘*List Of Reversal Documents*’ for filing, select: **LIST → PRINT**; the screen: *Print Screen List* is shown. Then select: **OUTPUT → PRINT** and the ‘*Spool Request Number*’ is shown and the list is printed.



Warning: Make sure the system printer is properly connected.



Voiding or Cancellation of an Accrual Document

There might be occasions where, after entering an accrual document, it has been determined that the document is incorrect. You may need to “Void or Cancel” the document. Although it might seem logical, the Accrual Reversal process should NOT be executed. This process will just reverse the document in the following accounting period as noted in the document header information – it will not “delete” or “void” the entry! Instead, another accrual document (identical to the first) should be prepared with “reverse” signs of the original, using the same header information. This will result in the two entries zeroing each other when the month end accrual reversal is performed and also they will both reverse in the following accounting period with a “null” effect.

Use the following menu path to prepare the accrual with “reverse” signs to use with the “post with reference” process:


ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > PERIODIC PROCESSING > CLOSING > VALUATE > ENTER ACCRUALS

Transaction Code: **FBS1**

Click the **[Post with Reference]** button.


Enter the original document number (the incorrect one), the applicable Company code and the correct Fiscal year.

Ensure the checkbox labeled “**Generate reverse posting**” is selected.


Hit the Enter key or click the  icon.

You will be returned to the initial screen with the Header information shown. Note on the bottom of the screen, the posting key and the account number has been populated automatically with the data from the original accrual entry only with **REVERSE** signs.

You must now change the document type to “SA”. Enter the reversal date (Use the same date as the original accrual document, usually the first day of the following accounting period).

Hit the Enter key or click the  icon.

The proposed entry will be displayed – Note that the entry is the exact reverse of the original.

Click the SAVE icon  and the task is complete. Remember to go back into the system and re-enter your adjusted or corrected accrual document. The net effect of the two entries is zero. In the following accounting period when the accrual process is executed, the net effect will again be zero.

Recurring Journal Entries

The '*Recurring Journal*' is a periodic posting that is identical in terms of both account numbers and amounts. The posting frequency is based on a user defined run-dates (e.g. monthly, quarterly or annually).

There are two ways of defining the posting frequency:

1. **To Define the Interval Run in Months**
e.g. monthly or quarterly, with specified run-date in that interval *called* '*interval run-date*'.
2. **To Define the so-called 'Run Schedule'**
This contains one or more run-dates which is to be set in the '*Customising*'.

To use the *Recurring Journal*, the types and natures of transactions must be evaluated to suit the characteristics of the journal. The main criteria are that the account codes and amounts are the same for every posting period. However, when there is any new or change of business transactions in the '*Recurring Entry Document*', the change/update of the *Recurring Entry Document* can be made through this request. The request to create a *Recurring Journal* is to be raised by the Accounting Department and passed to the Financial Accountant, with the proper approval.

With the transactions for the creation of the *Recurring Journal*, the General Ledger Clerk will be assigned to create the *Recurring Entry Document* based on the approved requests. The *Recurring Entry Document* is associated with the interval run-date or run schedule. It is more flexible to use run schedule, especially when there is a change in the run-date or increase of the run date.

Here, the authorized person will be assigned to create and modify the run schedule. The created *Recurring Entry Document* always requires the recurring entry program to create the batch input session, which will be further processed to generate the physical posting to update G/L account, i.e. at this stage, the posted *Recurring Journal* is created.

At the last run date specified in the interval run-date or run schedule, the deletion indicator will be automatically assigned to the concerned *Recurring Entry Document*, which will later be deleted from the system with the Archiving process.

It is also possible to manually switch on or off this deletion indicator for any *Recurring Entry Document*, if the concerned *Recurring Entry Document* is no longer in use or when the run-date is extended respectively.

At any stage of the process, (e.g. after creation or after first / second postings based on the specified run-dates, etc.), the *Recurring Entry Document* can be listed, displayed or printed out for information. The header and item details in the *Recurring Entry Document* can be changed or updated when required. Any *Recurring Entry Document* can also immediately be deleted from the system without passing through the Archiving process, if the concerned *Recurring Journal* is no longer in use.

After posting, to verify the posted transactions, the referenced *Recurring Journal* can be found via the document searching menu, and the relevant *Recurring Journal* can be used to display the posted transactions and account balances. The manual standard G/L posting document can be used for any required correction of the posted recurring transactions.

The posted recurring document / transaction report is to be printed out on the monthly basis for documentation.

Note that the whole procedure for *Recurring Journals* can be performed via General Ledger or Accounts Payable; however, using General Ledger is selected as a basic operational path for this document.



Request Recurring Journal Via Email, Fax or Phone



NOTE: This is a Manual Process

When the need for a new '*Recurring Journal*' arises, it must be communicated to the Head of Accounting responsible for '*Recurring Entry Documents*' via email, fax or by phone. *Recurring Entry Documents* are maintained annually, but can be created at any time.



Create Recurring Entry Document

With the information obtained from the person requesting the journal, the General Ledger Accountant creates '*Recurring Entry Documents*'. '*Recurring Entry Documents*' are used for transactions requiring periodic posting. These postings can be made at various time intervals with any specified run-date. When the '*Recurring Entry Document*' is posted after creation, the system stores the data without updating G/L account balances.

The '*Recurring Entry Program*' uses this posted *Recurring Entry Document* as a basis for creating posted accounting documents ('*Recurring Journals*'), i.e. the account balances are only updated when the execution of recurring entry program with batch run, during periodic processing, is performed.

To create the *Recurring Entry Document*, the following menu path is used:

**ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER →
DOCUMENT ENTRY → REFERENCE DOCUMENTS → RECURRING
DOCUMENT**

Transaction Code: **FBD1**

Screen: *Entering Recurring Entry - Header Data (No. 0106)*

Field	Description/Usage
Company Code	Enter the appropriate company code for the base/fund in which the journal is to be posted.
First Run On	Enter the first date from which the <i>Recurring Entry Document</i> is to start running. The format of entry is MM/DD/YYYY.
Last Run On	Enter the date up until which the <i>Recurring Entry Document</i> will be run inclusively. The format is .MM/DD/YYYY.
	Input the run frequency for the <i>Recurring Entry Document</i> (e.g. monthly, quarterly, annually). Generally, the run frequency will be monthly code 01
Run Date	Input the calendar day that the <i>Recurring Entry Document</i> and transactions would be run and posted at each interval.
Run Schedule	Leave this field blank. MWR will not be using run schedules.

Field	Description/Usage
Document Type	Input the document type for G/L <i>Recurring Journals</i> which is SG.
Reference Doc.	Enter the reference number for this recurring journal.
Document Header Text	The entered text is to be applied to the document as a whole, not only on certain line item. This text is to be used if there is no text entered in the line item level, e.g. in the case of fast entry input.
Posting Key	Determines whether the account is debited or credited. Enter : 40 = Debit 50 = Credit If the G/L Fast Entry is selected, it is no need to input this field.
Account	Enter the relevant G/L account. If the G/L Fast Entry is selected, it is no need to input this field.

After completing this screen, the next step is to input the recurring transactions.

There are two ways to input the '*Recurring Journal*' Transactions. Be sure to choose only one:

Using Normal Line Item Screen

Screen: Enter Recurring Entry: Create G/L Account Item (No. 1007)

Field	Description/Usage
Posting Key	Determines whether the account is debited or credited. Enter : 40 = Debit or 50 = Credit. It is possible to input the other types of posting keys as specified in the system. (e.g. 31 for vendor credit, 01 for customer debit, etc.)
Account	Enter the relevant G/L account or vendor/customer account.
Amount	Enter the appropriate amount for the transaction in the specific G/L account.
Cost Center	Enter the appropriate cost center for the line item posting.
Text	Enter the required text for the certain line item.



Execute Recurring Entry Program

At the end of each month, you must complete a two step process to execute the postings for the recurring entry documents that have been created. Keep in mind that when creating a recurring entry document, a template is created, but NO entry is posted to the General Ledger until this two step process is complete.

To begin this two step process and based on the created '*Recurring Entry Document*' which is to be used to create the posted '*Recurring Journal*', the '*Recurring Entry Program*' must be executed to generate a batch input session for further processing to update the G/L accounts which then creates the posted *Recurring Journal*. Go to the following menu path:

**ACCOUNTING→FINANCIAL ACCOUNTING→GENERAL LEDGER →
PERIODIC PROCESSING → RECURRING ENTRIES → EXECUTE**

Transaction Code: **F.14**

Screen: '*Create Posting Documents from Recurring Documents*'
(No. 1000)

The required input is:

Field	Description/Usage
Company Code	Enter the appropriate company code for which you want to execute the recurring entries (You may run this process for more than one company code in one session.)
Settlement Period	This date is normally the posting date of the entry or the last day of the period being closed (e.g. 11/30/99, 12/31/99, etc.)
Run Schedule	Leave this field blank. MWR will not be using run schedules for recurring journals.
Batch Input Session Name	Enter a unique name for your session. You will need to remember the session name in order to execute the batch process, so name the session with a name that helps you identify your company code, month, etc.. For example, you might name your session "Seattle-Nov; or Jax-Dec; or Recur-Jax03. Make it easy on yourself.
User Name	Enter the log-in user name for reference, which will be used as selection criteria.
Blocking Date for BI (Batch Input) Session	Enter the earliest start date for executing the <i>Recurring Journal</i> . This is to control that there is no execution of the <i>Recurring Journal</i> before the specified date.



Running the session

The system will prompt you that your session has been created. NOW, you must run the session!

Use the following menu path:

**ACCOUNTING>FINANCIAL ACCOUNTING>GENERAL
LEDGER>SYSTEM>SERVICES>BATCH INPUT>SESSIONS**

Transaction Code: **SM35**

Enter your session name and click  or press the Enter key.

If you have forgotten your session name, simply click Enter (with an asterisk in the Session Name field) and all session names will appear. Click the radio button for “background Processing”

Ensure that “Dynpro standard size” is NOT selected.

Select your session by double clicking on the name.

The system will indicate the session is in background processing. The entries are now being created and posted to the General Ledger.

To view the actual postings to the General Ledger, go to:

**ACCOUNTING>FINANCIAL ACCOUNTING>GENERAL
LEDGER>DOCUMENT>DISPLAY>LIST**

Enter the appropriate company code. **Enter** the Document Type “SG” – the recurring document type. **Enter** the Posting Date (the date that you indicated the entry should be posted when you created the recurring document, usually the last day of the month)

Click the Execute Icon .

The actual FI documents will be listed. Note the number range (15XXXXXXXX) of the documents. Remember when you created the template for the recurring entries, the number range was 95XXXXXXXX. Actual posted recurring entry journals have a number range of 15XXXXXXXX.

If you double click on each document, you can “drill-down” to view the actual entries that were posted to the general ledger.

Note: You may run this process at any time of the month, and you may run it multiple times if it is determined that an additional recurring entry document has been created after the execution process is correct. Running the process more than once during an accounting period will NOT result in duplicate entries! The system will ONLY create the recurring entry journal once for each period for each individual entry template.



Update/Change Recurring Journal

It may be necessary to change items on the Recurring Entry Document after it has been created or executed. You CANNOT add any line items. Also note that the update/change can be made to Header and Item data.

**ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER →
DOCUMENT ENTRY → REFERENCE DOCUMENTS → RECURRING
DOCUMENT → DOCUMENT → CHANGE**

Transaction Code: **FBD2**

Change Recurring Document: Initial Screen

Document Edit Goto View System Help

List First item Editing options

Keys for Financial Accounting

Document number	
Company code	1834
Fiscal year	2000

Screen: *Change Recurring Document - Initial Screen (No. 0100)*

Input the Company Code, Fiscal Year and the *Recurring Entry Document* Number to be changed/updated.

Screen: *Change Recurring Document - Overview (No. 0700)*

To change the Header data, select **GO TO → RECUR.ENTRY DATA**

Screen: *Change Recurring Document: Recurring Entry Data*

The following data can be changed at this stage:

Last run on	Run schedule
Next run on	Deletion indicator
Interval in Months	No. of runs
Run date	

The changed Header data can be saved after being changed.

Then the *Item Data* can be changed by selecting (by double-clicking on it) the required item, the change can be made for Amount, Cost center, and other available items. The changed Item Data will be saved together with the document.



Note: The G/L account cannot be changed. The changed line items together with the changed document **can** be saved without balancing.



Edit Batch Input Session to Update G/L

The generated *Batch Input Session* form can be edited (processed) to post the recurring transactions from the specific *Recurring Entry Document* to update the G/L accounts.

Use the following menu path from the SAP Easy Access Tree screen:

SYSTEM > SERVICES > BATCH INPUT > SESSIONS



Screen: *Batch Input - Initial Screen (No. 0100)*

The 'Session Name' can be input in this screen, if known. If the Session Name is unknown, the '*' can be input in the field 'Session Name'.

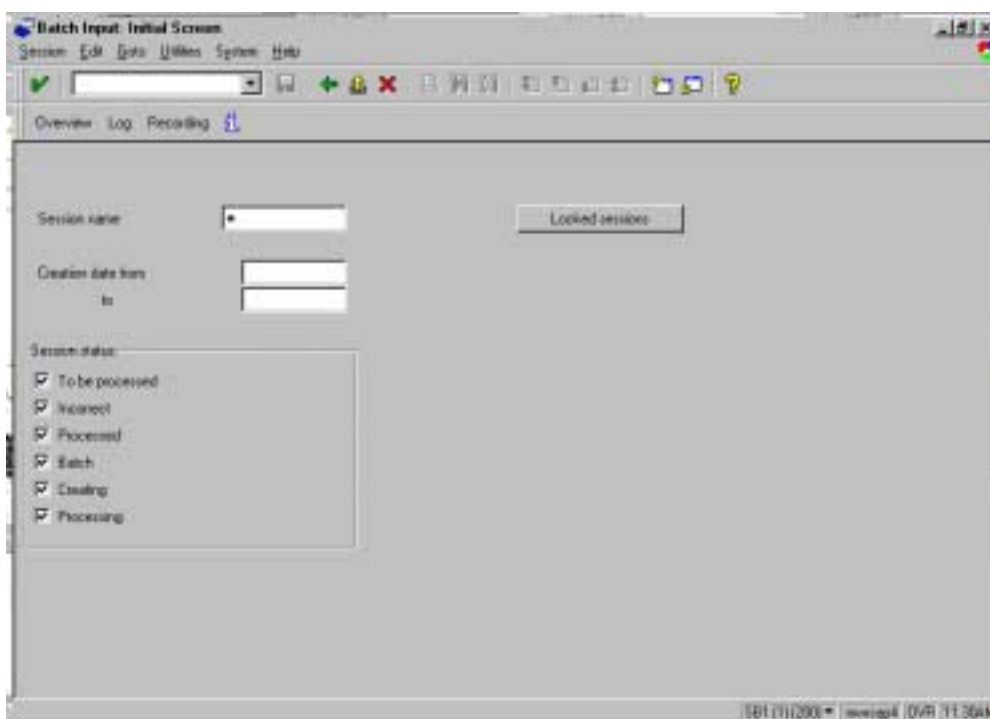
Click the Overview button.

Overview

A list of sessions still to be processed will appear.

Select the session to be processed by double clicking it.

The screen 'Process Session: (Session Name)' will be shown and the following processes can be performed:



1. *Process Foreground*

This will allow the review and change of the recurring transactions to be posted. The confirmation of all recurring transactions must be done with this process.

2. *Process Background*

This will not allow the review and change of the recurring transactions to be posted.

3. *Display Errors Only*

This is to be used when the batch run is in error session and the batch can be rerun for only the error transactions and the errors can be fixed and posted.

To interrupt the '*Process Batch Input Session*' before finishing, the command '/n' is to be input into the short-cut command box at the line of the menu bar.

After finishing processing, there is an information '*Batch Input Processing Terminated*', which means that the process is finished and G/L accounts have been updated.

NOTE: When the last interval or the last date in the run schedule of the *Recurring Journal* is executed (journal is marked with '*Deletion Indicator*'), the system allows execution of the *Recurring Entry Program* to create the '*Batch Input Session*'
The system will not allow the duplicated execution of the same interval or same date of the run schedules that are already processed and posted.



**Automatic Deletion Indicator Set in *Recurring Journal*
(i.e., Manually Flag a Recurring Entry Document for Deletion)**

The *Recurring Entry Program* automatically flags the concerned *Recurring Entry Documents* for '*Deletion*' after the last run of the *Recurring Entry Document*. The system thereby indicates that those *Recurring Entry Documents* are not to be used again. The '*Deletion Flag*' can also be set manually.

**ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER →
DOCUMENT ENTRY → REFERENCE DOCUMENTS → RECURRING
DOCUMENT → DOCUMENT → CHANGE**

Transaction Code: **FBD2**

Screen: *Change Recurring Document - Initial Screen (No. 0100)*

Input the Company Code, Fiscal Year and the *Recurring Entry Document* number to be changed/updated.

Screen: *Change Recurring Document - Overview (No. 0700)*

GO TO → RECUR. ENTRY DATA

Screen: *Change Recurring Document: Recurring Entry Data*

At the field of '*Deletion Ind*', the indicator can be manually flagged to indicate the deletion of the specific *Recurring Entry Document*. Then all the *Recurring Entry Documents* with the *Deletion Indicator* will be deleted from the system via Archiving process.



Display / List / Print *Recurring Entry Document*

The '*Recurring Entry Document*' can be displayed at any stage of the process, providing that the document is not yet deleted via the Archiving process.

**ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER →
DOCUMENT ENTRY → REFERENCE DOCUMENTS → RECURRING
DOCUMENT → DISPLAY**

Transaction Code: **FBD3**

Screen: *Display Recurring Document Overview (No. 0700)*

Field	Description/Usage
Document Number	Enter the required <i>Recurring Entry Document</i> number.
Company Code	Enter the desired company code for the base/fund in which the recurring document was posted.
Fiscal Year	Enter the fiscal year of the document.

Press '*Enter*' to display the document.

Screen: *Display Recurring Document Overview (0700)*

To view the Header data, select **GO TO → RECUR. ENTRY DATA**

Screen: *Display Recurring Document: Recurring Entry Data.*

The Header data for the *Recurring Entry Document* is shown.

The overview of the *Recurring Transactions* is shown by items and the details by item can be displayed for the selected line item.

List and print the ‘List of Recurring Entry Documents’

**ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER →
PERIODIC PROCESSING → RECURRING ENTRIES → LISTS**

Transaction: **F.15**

Screen: *Recurring Entry Documents (No. 1000)*

With any criteria entering into this screen, the system is to provide the ‘*List of Recurring Entry Documents*’ as specified in the selected criteria. The only mandatory field is ‘*Display G/L Accounts*’. Some other (optional) criteria are:

- Company Code
- Fiscal Year
- Posting Date
- Start Date
- End Date
- Run Schedule
- Deletion Indicator

To print out the ‘*List of Recurring Entry Documents*’, use the menu: **LIST → PRINT**.

Then in the screen: *Print Screen List (No. 0100)*, execute: **OUTPUT → PRINT**.

The ‘*Spool Request Number*’ is shown for the information of printing..



Check Posted Recurring Transactions with/without Manual Correction

The following process can be performed to ensure the correct posting of transactions after the complete posting of recurring entries. There is no other information from the system regarding the generated accounting document from the posted recurring transactions.

1. *Checking the Accounting Document Generated from the Posted Recurring Transaction.*
**ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER →
DOCUMENT → DISPLAY**

Transaction code: **FB03**

Screen: *Display Document - Initial Screen (No. 0100)*

Input the Company code and Fiscal Year, then execute: **DOCUMENT → LIST**.

The screen: *Document List (No. 1000)* is shown.

Input the *Fiscal Year and Document Type* (= SG) and select '*Dynamic Selection*'. Input the required *Recurring Entry Document Number* and save the input, then execute the system and the accounting document for the concerned posted *Recurring Journal* is shown. After executing the displayed accounting document, the posted accounting transactions will be displayed for verification.



NOTE: If there is NO field for *Recurring Journal Document Number* after '*Dynamic Selection*', select - '*New Field Selection*' and switch on the *Recurring Entry Document* and '*Save*' the selection, then the field for the '*Input Of Recurring Document Number*' is shown.

2. *Checking the G/L Account Balance of the Posted Items.*

ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER → ACCOUNT → DISPLAY LINE ITEMS

Transaction Code: **FBL3**

Screen: *Display G/L Account - Line Item Screen (No. 0120)*

Input the G/L Account and Company Code with switching on the '*Open Items*' and execute. Then the G/L transaction(s) with referenced *Recurring Journal*, as listed in (1) above, is displayed for checking.

After performing the two steps, if there is a requirement for correction of the posted recurring transactions, a manual standard G/L transaction can be created for the correction, by using the following menu path:

**ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER →
DOCUMENT ENTRY → G/L ACCOUNT POSTING**

Transaction Code: **F-02**

Screen: *Enter G/L Account Posting - Header Data (No. 0100)*

The correction entries are to be made with final verification.



Print Out *Recurring Journal* Reporting

After completing the whole posting process of *Recurring Journal*, the '*Report For Posted Recurring Journal*' with transactions can be printed out for filing and documentation.

ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER → PERIODIC PROCESSING → INFO SYSTEM → REPORT SELECTION → LISTS → DOCUMENT → LINE ITEMS EXTRACT

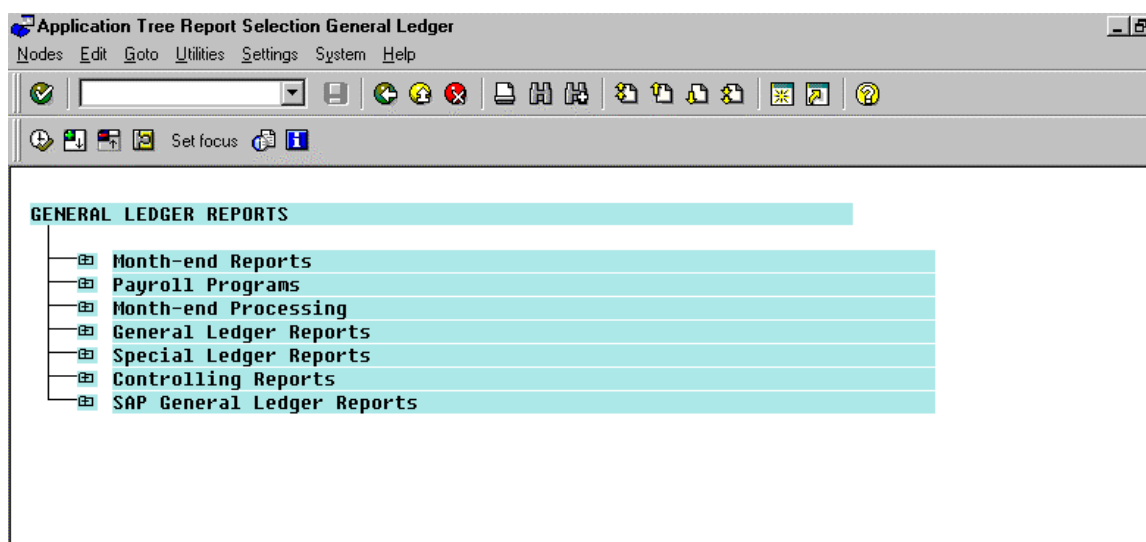
Screen: *Line Items Extract (No. 1000)*

Input the Company Code, Fiscal Year and the Posting Date and select '*Dynamic Selection*'. Input the *Recurring Journal Document Number* and '*Save*'.

Execute the system. The accounting document for the concerned posted *Recurring Journal* is shown.



NOTE: If there is no field for *Recurring Journal* document number in '*Dynamic Selection*' Select – '*New Field Selection*' and switch on the *Recurring Entry Document* and save the selection, then the field for the input of recurring document number is shown.



To create spool printing of the accounting document, execute the **LIST → PRINT** and then '*Spool Request Number*' will be shown. After this, the following menu path is to be used for printing:

SYSTEM → SERVICES → PRINT REQUESTS

Transaction Code: SP01

Input the '*Spool Request Number*' and execute: **SPOOL REQUEST → PRINT**, to print out the report.



Delete Recurring Entry Document

When the *Recurring Entry Document* is not used before the last run date as specified at the creation time or in the run schedule, such *Recurring Entry Document* can be manually flagged for deletion and deleted from the system.

**ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER →
DOCUMENT → REFERENCE DOCUMENTS → RECURRING DOCUMENT →
DELETE**

Transaction Code: F.56

Screen: *Delete Reference Documents (No. 1000)*

Input the Company Code, Fiscal Year and the Recurring Document Number to be deleted.

In the first run, switch on the '*Test Run*' and run the program to generate a list of the documents which will be deleted. At '*Test Run*', the system will not really delete the specified documents.

After ensuring that the '*List of To-Be Deleted Documents*' is correct, then the '*Test Run*' is to be switched off and the program can be executed for deletion.

The *List Of Deleted Documents* can be printed out for documentation by executing: **LIST → PRINT** and then: **OUTPUT → PRINT**.

Payroll

The processing of payroll and transmitting to the ADP Payroll Processor will continue to be a function of the field. The payroll technician will continue to process payroll to ADP as usual.

Much of the 'posting payroll general ledger process' will become a centralized function of HQ. Entry of Payroll data received from ADP into SAP will be done **ONLY** at HQ.

The base level accounting office will still be responsible for inputting data into the Paynet Plus/ ADP system. However, the completed files from ADP will now go to HQ rather than the base accounting office. The check file and summary files will be loaded into SAP by HQ personnel. A hard copy of the information will continue to be included in the payroll information received each payday from ADP.

The base level accounting office will be able to view the posted payroll summary document in SAP. However, the document will not include check detail. Instead, the document will consist of one large G/L entry into the 101005 account.



View the G/L Posted Payroll Summary Document

See instructions for "Display Manual G/L Posting Document". All Payroll Documents will have a document type of **'IP'**.

Helpful Hints

Helpful Information

- ◆ When some entries are performed, and you wish to view all the entries, select: **GO TO → DOCUMENT OVERVIEW** and the overview screen for all entered items is shown. To view each line item with the opportunity to change the item, select: **GO TO → CHOSEN ITEM** or '*First*' or '*Previous*' or '*Next*' or '*Last Items*', then the entry screen is shown again. The G/L Fast Entry can also be used.
- ◆ After the item details are completed from any of the above optional entries, select: **DOCUMENT → SIMULATE**
- ◆ After simulation, the entries can be changed by selecting the item and choosing: **DOCUMENT → RESET**. Then the entry can be changed and the document is to be re-simulated.

The document overview shows up with all the entries after simulation. The message for unbalanced entries is shown if the total debits and credits are not equal. Additional transactions can be done after simulation and the deletion of any line item can also be done by selecting: **EDIT → DELETE ITEMS**.

The complete document can then be posted with the assigned accounting document number. The document numbers used are dependent on the document type specified in the header information of the document.

An incomplete or unfinished document can be saved without posting. This is called a '*Parked Document*'. To do this, use the following menu in this screen: **DOCUMENT → PARK DOCUMENT**. (Note that the document cannot be parked directly after simulation if it is not first reset).

Then the message describes that the document is already parked and provides the accounting document number.

Alternatively, a document can also be saved without posting by using the "Hold Document" functionality. To do this, use the following menu in this screen: **DOCUMENT → HOLD....** Then a name (can be alphanumeric) has to be entered.



NOTE: Such a document is not yet posted even though the document number (document name, if using hold document functionality) is already assigned and that the parked document must be done prior to simulation.



Recall a Parked Document for Review and/or Posting

ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER → DOCUMENT → PARKED DOCUMENT → POST/DELETE

Transaction Code: **FBV0**

Screen: Post Parked Document - Initial Screen (0100)

The required inputs are:

Field	Description/Usage
Company Code	Enter the 4-digit company code to define to which general ledger the journal should be posted. Currently, only one company code exists to represent both MWR and VQ: 2000 = MWR (and VQ)
Document Number	Enter the required parked document number
Fiscal Year	Enter the fiscal year of the parked document - formatting as 'YYYY'.

After confirming the entered inputs, the input transactions of the parked document are shown.

Screen : Post Parked Document - Overview (0700)

Transactions on this screen can be added/changed/deleted and the G/L Fast Entry functionality can still be used.

To go to header data, select: **GO TO → DOCUMENT HEADER** and all data, except 'Company Code' and 'Currency/rate' can be changed.

After completing, the input data can be checked whether it is correct and ready to be posted by selecting: **DOCUMENT → CHECK.**



The message 'Check Successful' is shown for possible posting, *OR* there is a requirement to correct the document(e.g., unbalancing). To post the document, select: **DOCUMENT → POST.**

Then the message is shown that informs the user that the document is posted and the document number used.

NOTE: The document number is the old-parked document number and there is no requirement for simulation in this process.

**Recalling a ‘Held Document’ for changing and/or posting****ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER →
DOCUMENT ENTRY → G/L ACCOUNT POSTING**Transaction Code: **F-02**The click on the  icon.*Screen: Post Held Document – Header Data (0107)*

Field	Description/Usage
Temporary document number	Enter the held document number or document name to be edited or leave blank to display all held documents
User	Enter the user ID to display the documents held by relevant user or enter “*” display held documents made by any user

Then click the  icon and select the desired held document.Alternatively, if the “Temporary document number” is filled, click the  icon or  to edit the corresponding held document.

Then continue editing the document. Transactions on this screen can be added/changed/deleted and the G/L Fast Entry functionality can still be used.

- ◆ MWR Accounting Activities on local base level control entry of ‘GJVs’ and ‘DARs’.



Display Manual G/L Posting Document

The posted or parked documents can be called up from the system for display at any time.

**ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER →
DOCUMENT → DISPLAY**

Transaction code: **FB03**

Screen: Display Document - Initial Screen (0100)

Field	Description/Usage
Company Code	Enter the 4-digit company code to define to which general ledger the journal should be posted.
Document Number	Enter the required parked document number
Fiscal Year	Enter the fiscal year of the parked document - formatting as 'YYYY'.

Entering the inputs and press 'Enter'. The document overview is shown:

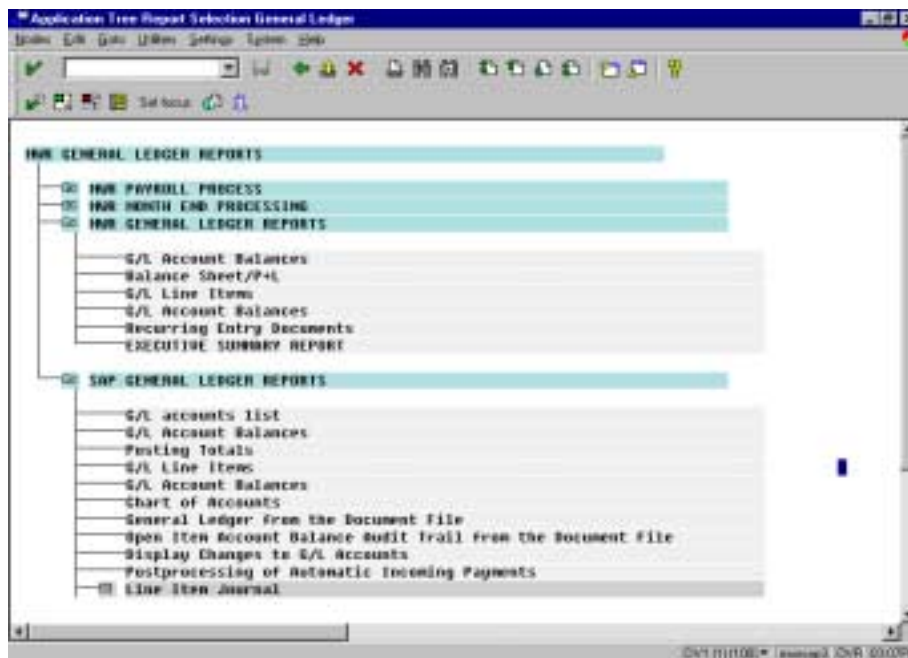
Screen: Display Document - Overview (0700).

To display the *Header Data*, select: **GO TO → DOCUMENT HEADER.**

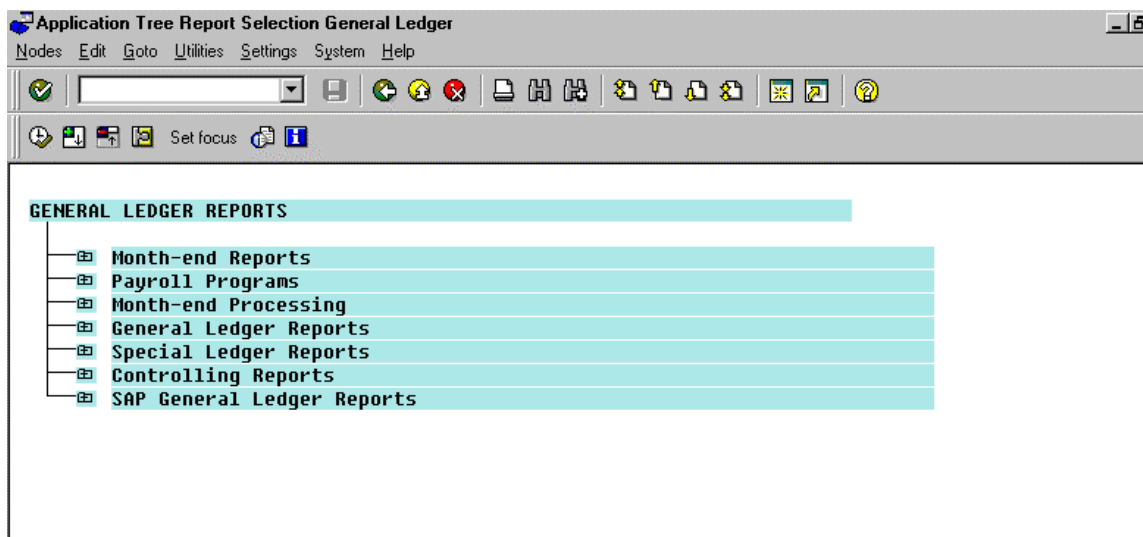
To display the *Line Item*, select: **EDIT → DISPLAY FROM ITEM** and then input the required item number and the details of the selected items are shown.

General Ledger Reporting

The GL reports are available from a reporting tree within the Accounting system. The menu path to access the reporting tree is:




ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER → PERIODIC PROCESSING → INFORMATION SYSTEM → REPORT SELECTION



Click on the **EXPAND SUBTREE** icon  to view all available reports.

Once the report tree has been expanded, select the desired report by double clicking on the report name. The following screen will appear for additional criteria.

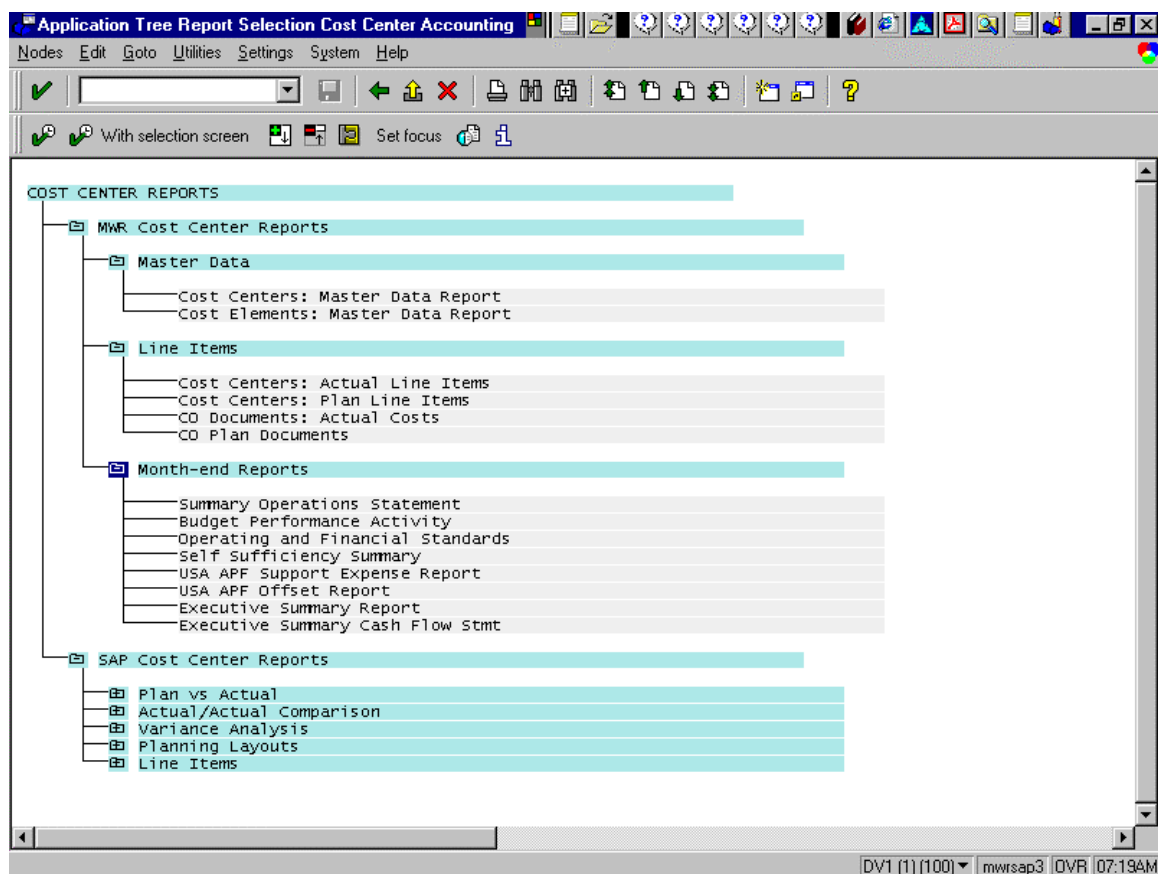
Complete the Company Code and other additional inputs of choice. After all selection criteria are complete, click on the Execute icon 



CO Module Reports

The CO reports (P&L) are available from a reporting tree within the Accounting system. The menu path to access the reporting tree is:

ACCOUNTING → CONTROLLING → COST CENTERS → INFORMATION SYSTEM → REPORT SELECTION





Reporting

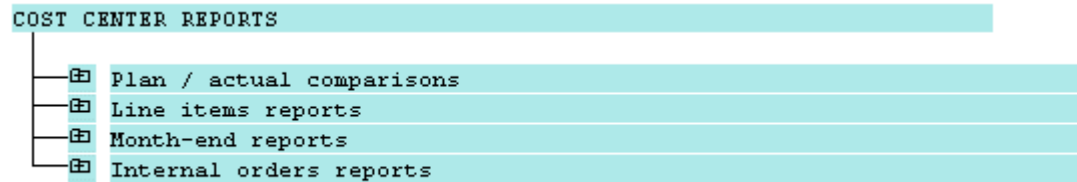
NOTE: The Controlling module provides the most flexible reporting for business income and expenses as well as planned/budgeted amounts. For a detailed breakdown of cost center and cost center groups, reporting must be done in the Controlling module.


The MWR Controlling reports can be found through the following menu path:

**ACCOUNTING > CONTROLLING > COST CENTER ACCOUNTING >
INFORMATION SYSTEM > REPORT SELECTION**

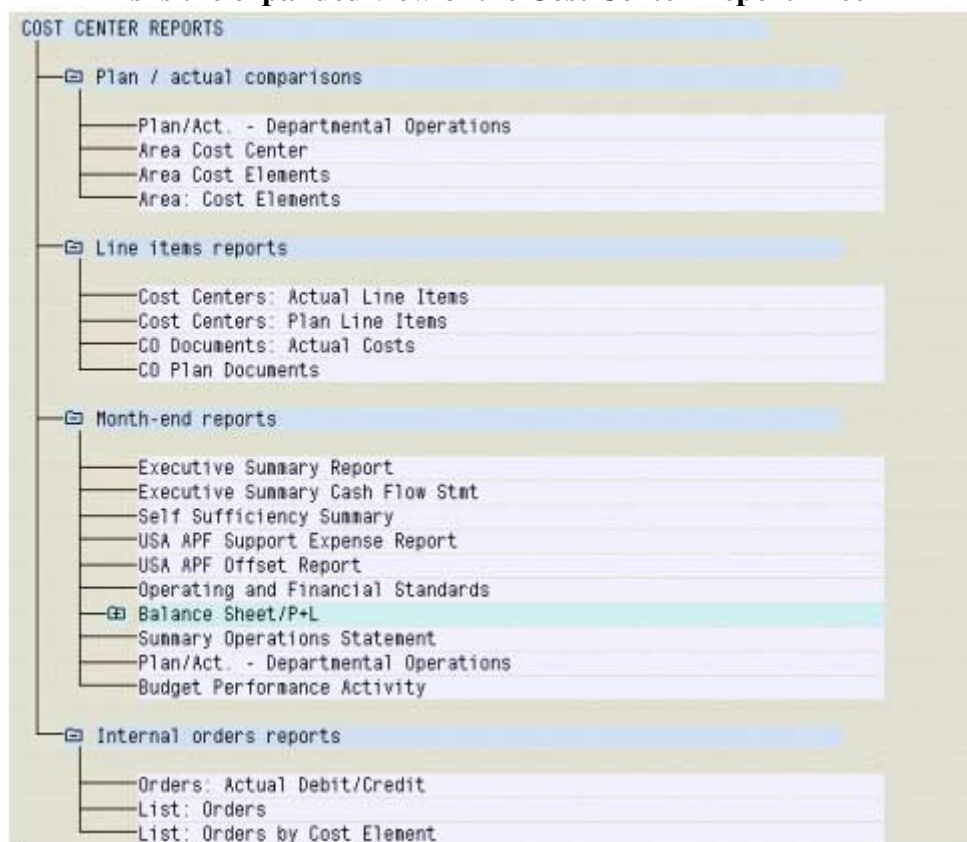
Transaction Code: **KSBB**

The following report tree will be displayed.



Click on the expand button  to view all available cost center reports.

This is the expanded view of the Cost Center Report Tree



Select the desired report by double clicking on the description. Once the report has been selected the selection criteria screen will come into view.


The selection criteria screen will vary according to the type report selection requested.

The following is an example of a report to view for DAR postings.

1. Double click on the report '*Cost Center Actual Line Items*' the selection criteria screen will be displayed.

2. Always enter either a cost center or a cost center group to view.
3. Enter the desired posting dates.
4. Click on the Further settings command button and the following window opens.

This window gives you the option of limiting the number of hits as the system processes the data. Be aware of this limitation as it will affect the number of line items that are displayed on the screen.


5. Click on the further selection criteria push button .

The following window will display.



6. We are going to look at DAR information. That is a document, so expand the Documents/Objects folder to open the following screen. Scroll down to Document Type and click the command button labeled Adopt selected items.



7. Type SD in the document type input field under the Dynamic Selections window. SD is the document type for DAR's. Click the Save icon . The screen will return to the original selection criteria screen.

8. Click the Execute icon .

Display variant /MVR1 MVR Cost Center Line Item Display
Cost center 312 GENRLFUND US DRCTR
COarea currency USD US Dollar

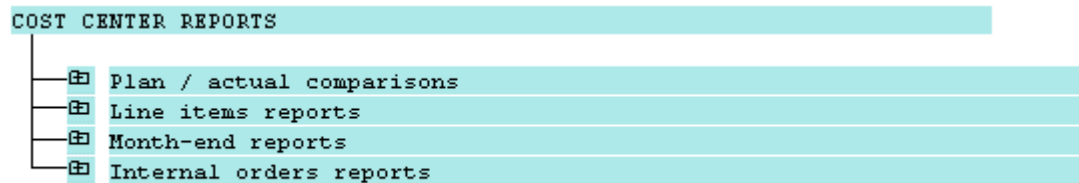
CoCd	Cost elem.	Cost element name	DocT	Postg date	Value COCurr	Cost ctr
1287	569000	OTHER REVENUE	SD	12/23/1999	139.89-	312
1287	569000	OTHER REVENUE	SD	12/23/1999	114.00-	312
1287	569000	OTHER REVENUE	SD	12/28/1999	50.00-	312
1287	569000	OTHER REVENUE	SD	12/29/1999	22.20-	312
1287	569000	OTHER REVENUE	SD	12/29/1999	145.14-	312
1287	569000	OTHER REVENUE	SD	12/29/1999	24.75-	312

The excerpt from the report only shows the document type selected, DAR's (Document Type SD). If you wished to see all the postings, not limiting the report to just DARs, you would not access the "Further Selection Criteria" window.

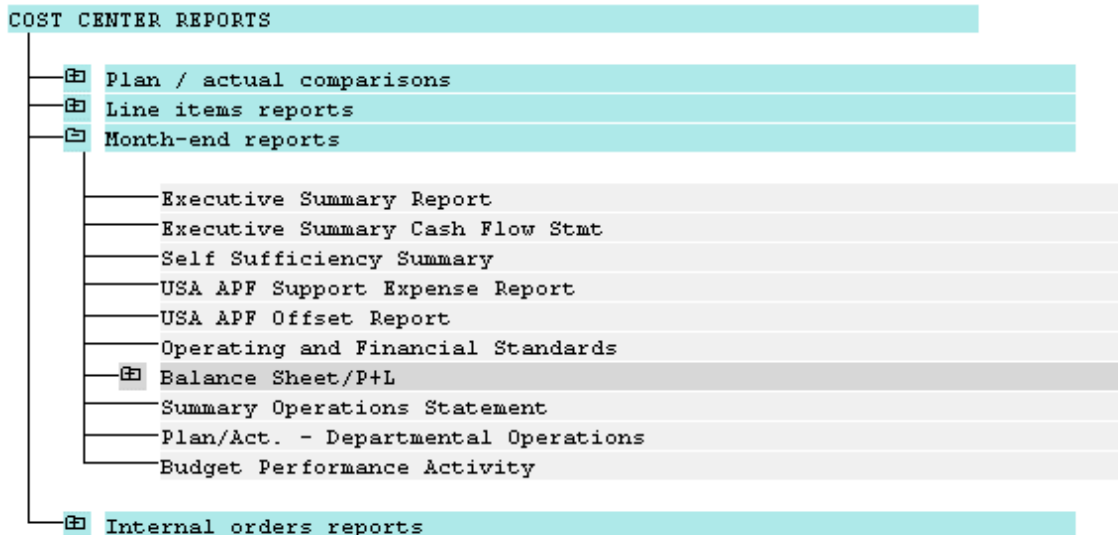
The following is an example of the Summary Operations report, which is a Report Writer report, available within the Controlling module.

ACCOUNTING > CONTROLLING > COST CENTER ACCOUNTING > INFORMATION SYSTEM > REPORT SELECTION

The following report tree will be displayed:



Each item on the report tree has an individual folder icon attached to it that allows the user to expand that part of the report tree. Click on the icon just to the right of Month-end reports. This will expand the report tree to show the following:



1. Double click on the line description that says '**Summary Operations Statement**'.

The following selection criteria screen will be displayed.

The image shows a software window titled "Selection values" and "Selection sets". In the "Selection values" section, there are three input fields: "Fiscal Year" with the value "2000", "Period" with the value "5", and "Company code" with the value "1287". In the "Selection sets" section, there are two input fields for "Cost center group" and "Or value(s)", followed by a "to" label and another input field. A button with a right-pointing arrow and three dots is located to the right of the "to" field.

2. Ensure the fiscal year and period selected corresponds to the desired report output.
3. Enter the Company Code and Cost center group for data. In this example the report will be executed from the top reporting hierarchy node for 'MWR NAS Jacksonville 1034-101'

The image is a screenshot of a software window titled "Summary Operations Statement: Selection". The window has a menu bar with "Program", "Edit", "Goto", "Environment", "System", and "Help". Below the menu bar is a toolbar with various icons. The main area of the window contains two sections: "Selection values" and "Selection groups". In the "Selection values" section, there are two input fields: "Fiscal Year" with the value "2000" and "Period" with the value "8". In the "Selection groups" section, there are two input fields: "Cost center group" with the value "1034-101" and "Or value(s)" with an empty field. A "to" label is between the two input fields, and a button with a right-pointing arrow and three dots is to the right of the "to" field.

You will notice on the Application Toolbar, a command button icon called "Output parameters". The resulting window is new in version 4.6 and is shown below.

Additional Entries: Output Parameters

Date to read master data

☒ System date
☐ Fixed value

Output medium

☒ Screen or printer
☐ Screen or departmental printer
☐ File name
☐ Microsoft Excel via DDE connection
☐ Transfer data to EIS
☐ Send mail
☐ No output

User-specific dialog settings

General settings

☒ Print page formatting
☒ Display icons
☒ Freeze lead column

Navigation

☒ Navigation with Control
☒ Display navigation bar

☒ Send confirmation prompt

Office integration

☒ Inactive
☐ Microsoft Excel
☐ Lotus 123
☒ Worksheet protection

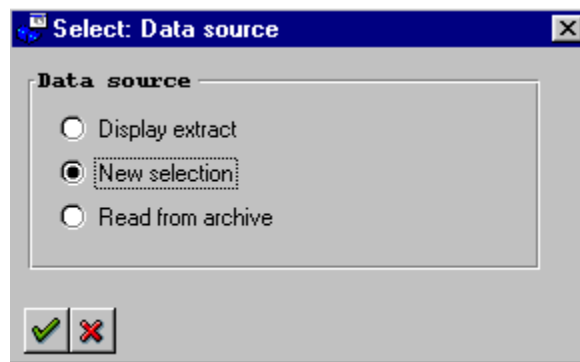
Default settings for options

☐ Save settings
☐ Create extract


This new ‘Additional Entries: Output Parameters’ screen allows additional settings to be stored in the user’s master record and these settings will affect all the subsequent reports. One of the most important settings in this window is listed under the Navigation section. By clicking these two items, the system will enable the use of new controls that allow a quicker way to navigate between the report results.

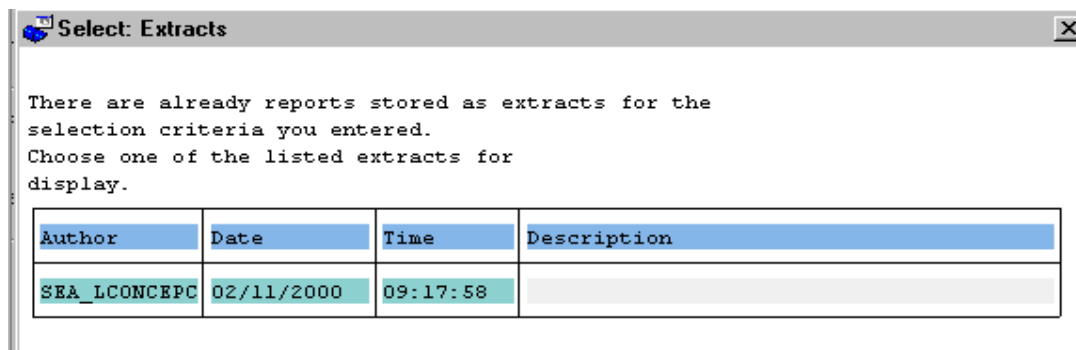
Notice the section under the general category of “User-specific dialog settings” labeled General settings. Pay particular attention to the checkbox titled “Print page formatting”. By keeping this checked, and if you decide to print from the screen view of the resulting report, the headers and page breaks will be positioned correctly. If this checkbox is left unchecked and you decide to print from the screen view, no headers will appear on any pages except the first and the page breaks will not be formatted correctly.

4. The system will use a previous extract if one exists that meets the criteria. To ensure that new data is used for your desired report, click the Data source command button and a window appears allowing the following choices:

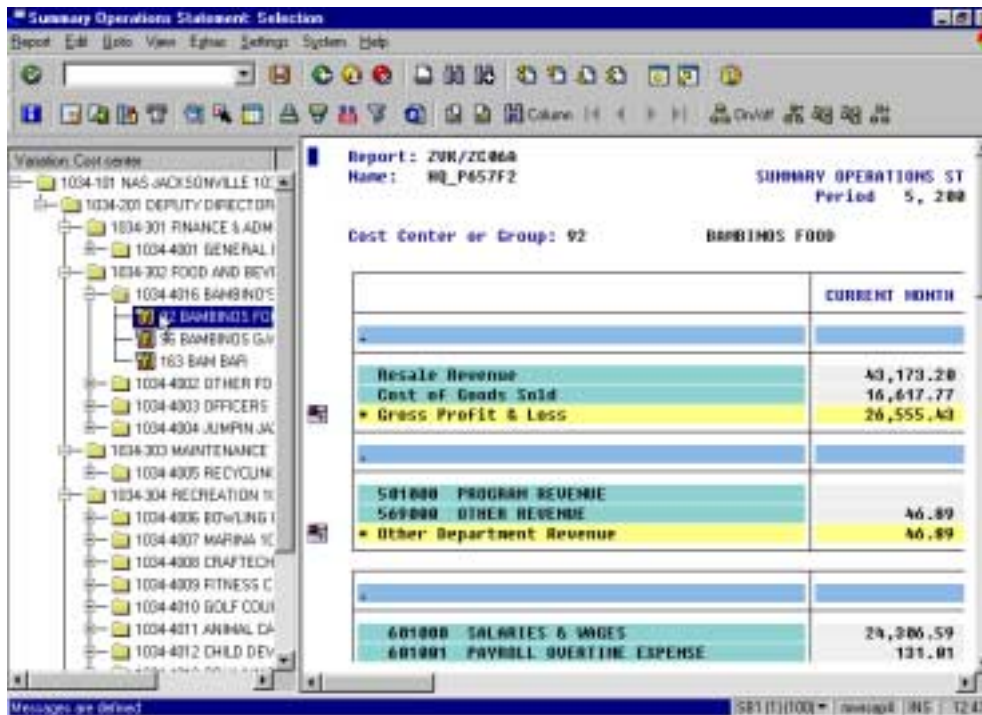


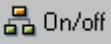
Check the “New selection” radio button and then click on the Green arrow to return to the previous screen.

5. Click the execute button .
6. If you had checked the “Display extract” radio button on the Select: Data source window, then by clicking the Green arrow, the system would check to see if an extract that meets the criteria had been previously saved causing the following window to appear.



7. Double click on the line item and the system will retrieve the stored report. The report will be displayed in one of two ways depending on whether the new **Display Navigation Bar** and **Navigation with Control** checkboxes were enabled. The first display shown below is with these new controls checked.

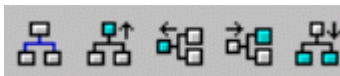


This new structure of the report process is a powerful time saving tool. By clicking on the various tree nodes, the report instantly changes showing the new variants of data and using the previous report formatting. If however, you would rather view the report with a full screen, merely click the  On/off command button located on the right side of the application toolbar. The report will then be shown as it has been in the previous version of SAP as shown below.

Report: ZVR/ZC004
 Name: SRA_LCORCE00
 Summary Operations Statement
 Period: 4/2000
 Cost Center or Group: 1007-101
 Company Code: 1007
 COMPANY: NW
 NWB COMPANY: N.W.

	CURRENT MONTH	% OF EXP	CURRENT YTD	% OF EXP
Resale Revenue	204,813.71	100.0	2,211,833.00	100.0
Cost of Goods Sold	233,418.18	80.2	962,688.07	43.5
* Gross Profit & Loss	251,097.59	49.8	1,249,144.93	56.5
501000 PROGRAM REVENUE	975,313.09		9,969,069.77	
502000 RENTAL REVENUE	52,249.56		149,416.84	
503000 DINE	18,724.37		107,820.87	
509001 ADVERTISING REVENUE			500.00	
571000 COMMERCIAL SPONSORSHIP REVENUE	2,300.00		2,300.00	
591000 LEISURE TRAVEL COMMISSIONS			116.13	
592000 ARTIST/VENDOR MACH	2,079.46		11,100.00	
594000 OTHER COMMISSIONS	5,200.50		6,610.00	
* Other Department Revenue	1,083,076.88		4,247,662.67	


- The following icons can be used to access underlying variations of reports, if desired



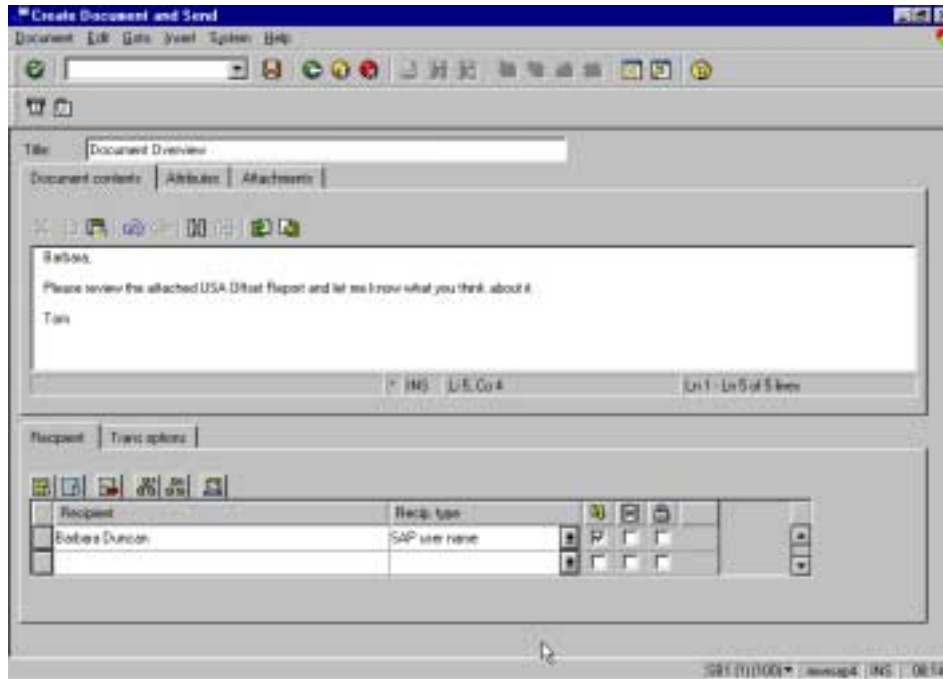
The up, down, right, left arrows help to maneuver one level at a time to drill down or across the nodes to arrive at the desired reporting level.



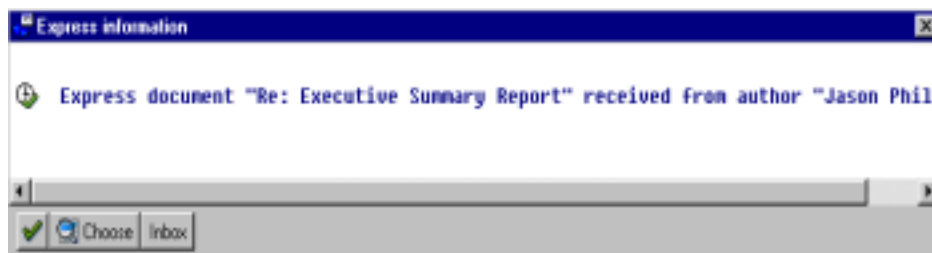
SAP Internal E-mail System

When a report is generated, it may be sent to anyone on the SAP AIMS system. This may be accomplished by using the SAP internal E-mail function. By clicking on the “send mail”  icon, the system will automatically bring up the SAP message screen.

The report is attached to the E-mail. Enter a message to be sent along with the report and identify the one or more recipients that are to receive the E-mail.

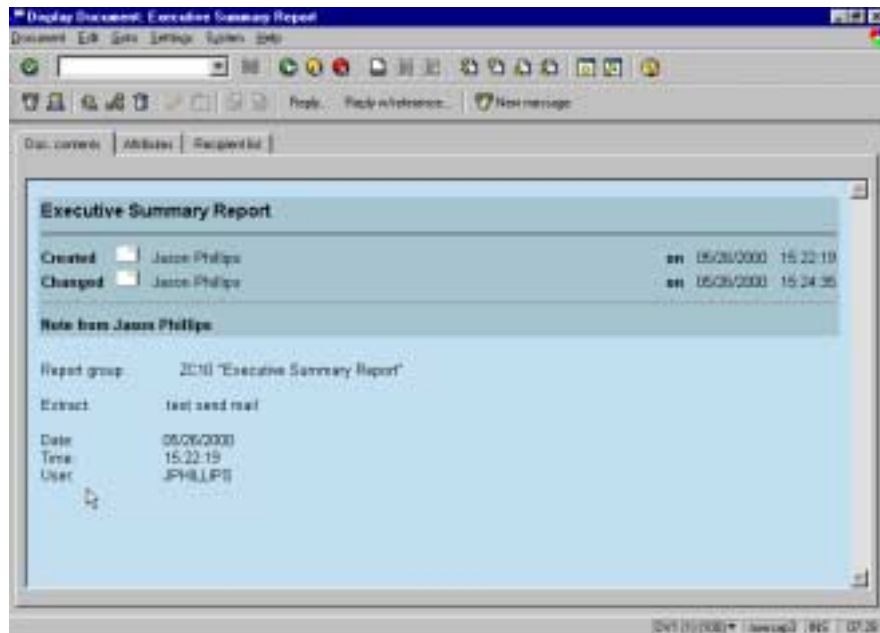


In order for the system to notify the recipient(s) of the e-mail, the Express mail checkbox must be checked. This checkbox is labeled with the yellow lightning bolt. The next time the intended recipient performs a function within SAP, a popup window will appear.

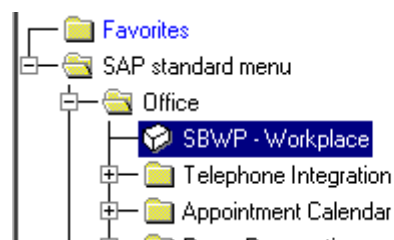


To read the e-mail and access the attachments, first, double click on the Express Document description on the “Express information” notification window.

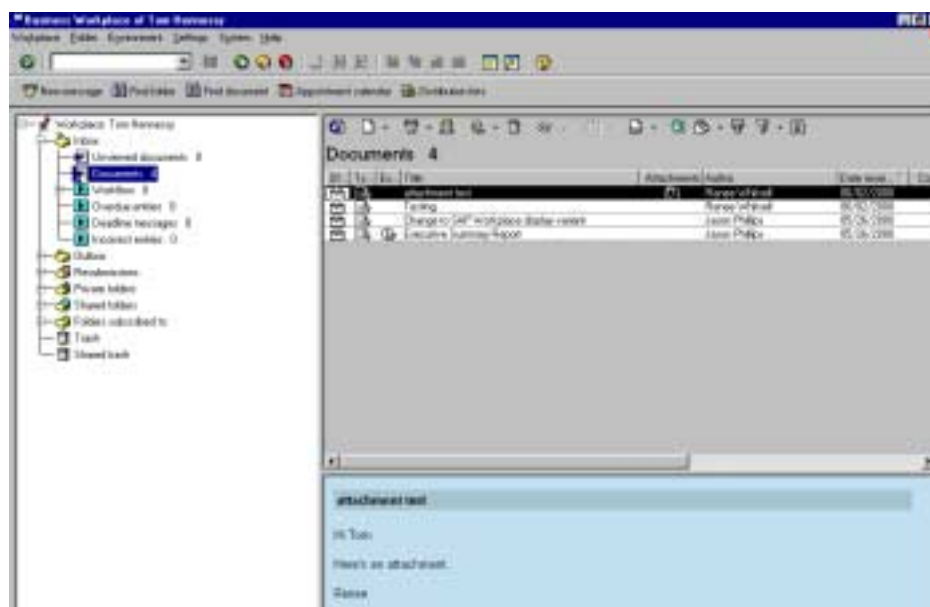
To open the report that is attached to an e-mail, you may execute the report from the Document selection pull-down menu using the path: **Document > Execute**.



As an alternative method of opening the report attached to the e-mail, go to the SAP workplace screen using the menu path from the opening screen tree.

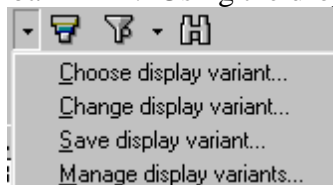


This will open the Business Workplace and by clicking the Inbox, you see the incoming documents .

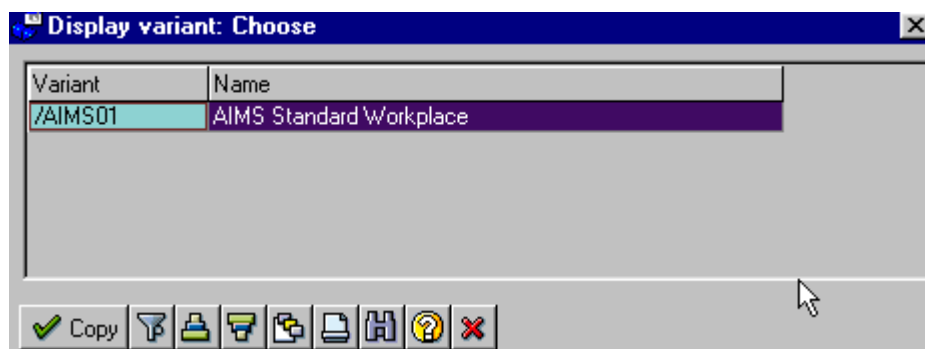


If the display on the right side of this window does not include a column labeled Executable, the display variant has to be changed to open this column. Click the 'Display variants'

pushbutton on the application toolbar . Using the dropdown arrow will




allow you a number of choices. Click on the **Choose display variant** and the following window will give you a choice of the display variants to use.

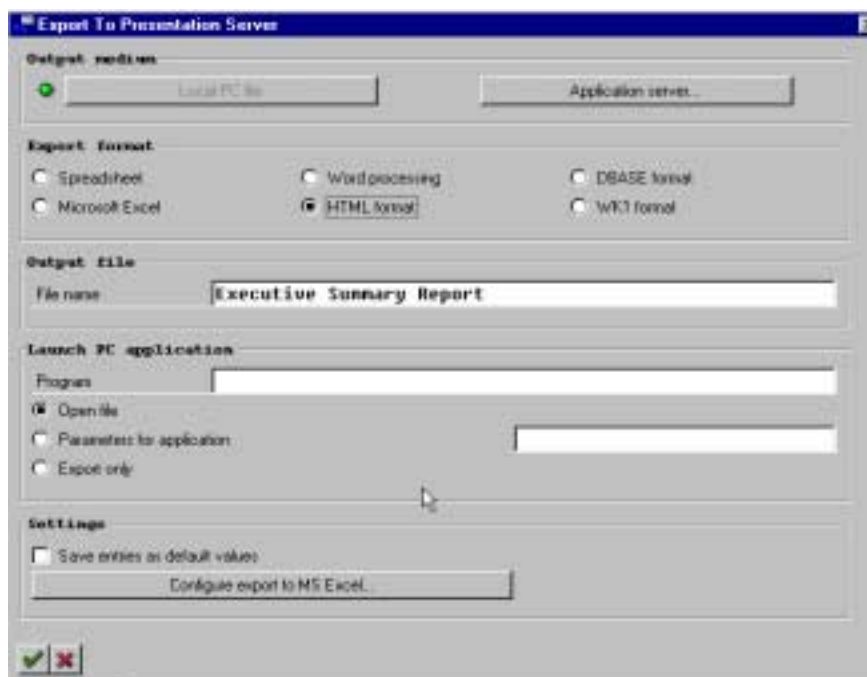



Click on the Green arrow Copy pushbutton and the variant will now be applied to the Documents window display. Double click on the icon in the Executable column on the row where the report is located.

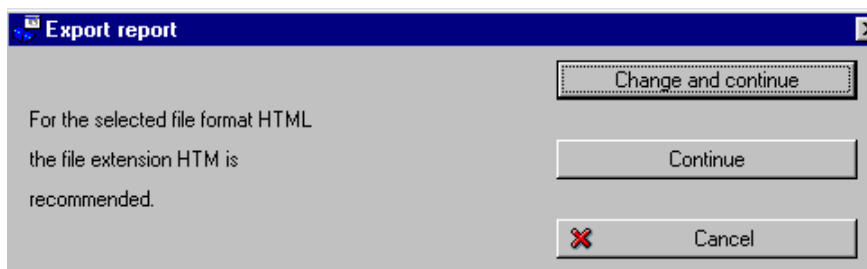
This will bring up the report that was attached and the recipient is able to do the same drill down, detail analysis, sorting, subtotals, and other functionality as the original user.

In some cases, the user may wish to send the document to an individual that does not have access to the SAP AIMS system. The report may be exported to an Excel spreadsheet by

using the  icon or executing the Export selection from the Report Pull-down menu.



We recommend using the HTML format to provide a report that is closer to the original formatting than a typical Excel spreadsheet. Name the Output file and then click on the Enter button . The following SAP message window may appear indicating that the file extension is incorrect. Simply click on the Change and Continue command button.



The following report will appear.

Microsoft Excel

File Edit View Insert Format Tools Data Window Help

Executive Summary Report

Executive Summary Report

ZC10 Executive Summary Report

Date: 05/26/2000

Requested by: JPHILLIPS

Fiscal Year 2000

Plan version 9

Cost center group 1019-101 NAVSTA MAYPORT 1019

Revenue

REVENUES:	PLAN	%	ACTUAL	%	PFY	PLAN	%	ACTUAL	%	PFY
REVENUES	29,083	95.7				227,167	95.6	130	22.6	
PROGRAM	750	2.5				6,000	2.5	555	96.7	

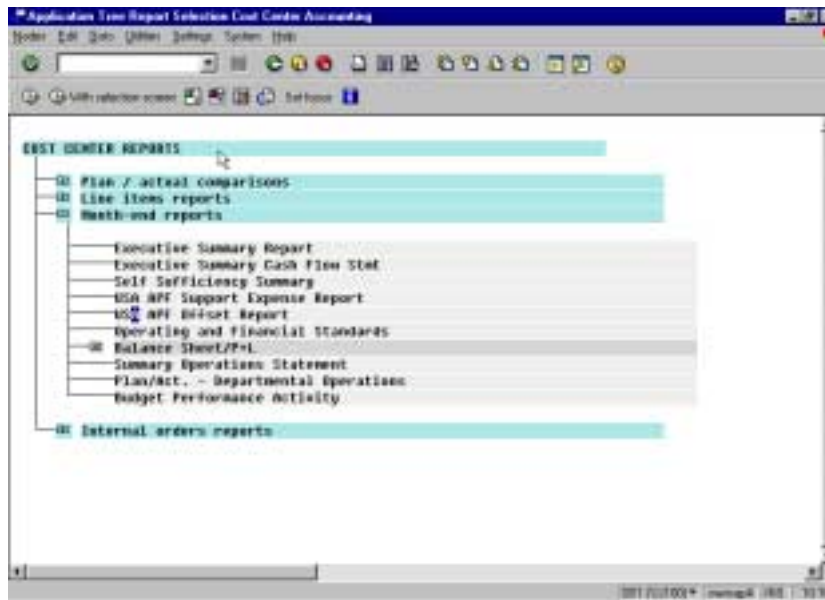
At this point, the document is in Excel. All of the Excel functions are available. The file can be attached to any e-mail system and can also be used for printing a hard copy on the report.

Some of the Financial Reports within the SAP AIMS system have a slightly different look to the drill down functions. These reports have folder icons that can be expanded to see additional details.

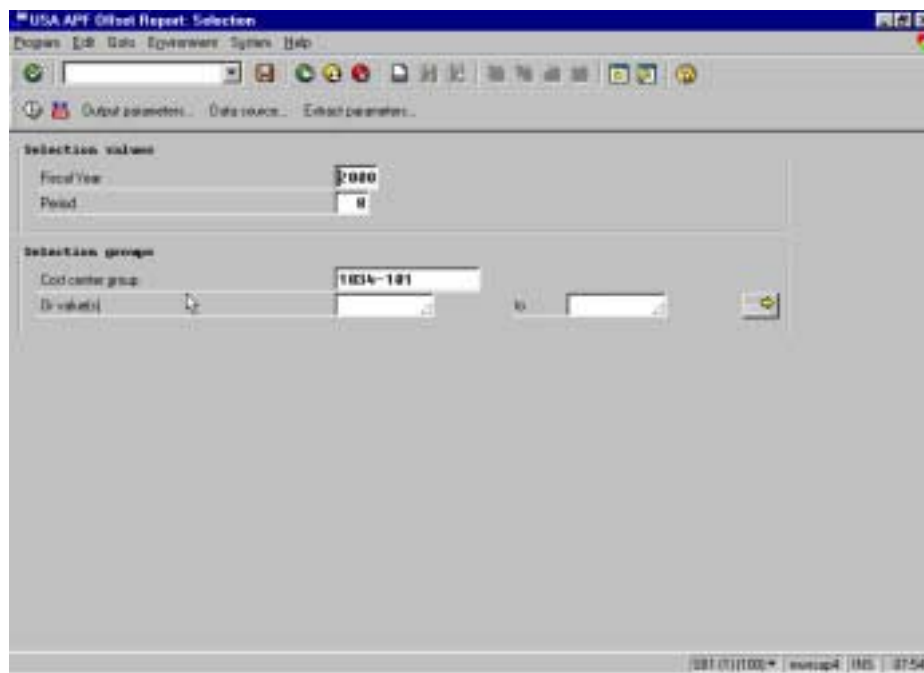
To run one of these reports, use the following menu path:


ACCOUNTING > CONTROLLING > COST CENTER ACCOUNTING > INFORMATION SYSTEM > REPORT SELECTION

Transaction Code: **KSBB**



Double click on the line with the description **USA APF offset Report**



After entering the Selection values and the Selection sets, execute the report by clicking on the Execute icon . The report will then appear on the next screen. Again, if an extract has been saved previously, a message will appear offering the option to use the extract rather than the new report.


USA APF Offset Report: Selection

Report: 2UK/2C04
Name: HQ_P657F2

USA APF Offset Report
Period Ending 8, 2000

Cost Center or Group: 1004-101 HAS JACKSONVILLE 1004

Activity	CURRENT MONTH		LAB
	LABOR	NON LABOR	
***** 00 GENERAL FUND GSA	67,379-	45,659-	
***** 17 SINGLE SAILOR PROGRAM	14,091-	2,000-	
* FITNESS CONDITIONING 1004	34,739-	3,221-	
* ISD 1004	26,553-	14,405-	
***** 61 FITNESS CONDITIONING	61,292-	17,626-	
***** 63 INTRAMURAL SPORTS	15,710-	11,243-	
***** CATEGORY A TOTAL	158,473-	76,527-	
* YOUTH PROGRAM 1004		4,321-	
* YOUTH PROGRAM YELLOW WATER 1004	21,959-	1,205-	
***** 20 YOUTH PROGRAM	21,959-	5,526-	
***** 22 CHILD DEVELOPMENT PROGRAM	26,842-	29,861-	
***** 32 AUTO SKILLS PROGRAM	10,346-	5,718-	
***** 55 ITT PROGRAM	15,547-	904-	

Notice the folder icons  along the left side of the report. For this demonstration, click the Expand folder next to the line labeled “***** 00 GENERAL FUND G&A”.

The folders have expanded and provide a detail of the Cost Centers that make up the total.

USA APF Offset Report: Selection

Report: 2UK/2C04
Name: HQ_P657F2

USA APF Offset Report
Period Ending 8, 2000

Cost Center or Group: 1004-101 HAS JACKSONVILLE 1004

Activity	CURRENT MONTH		LAB
	LABOR	NON LABOR	
84 GENERAL FUND G/A 1004	16,716-	29,524-	
87 GENERAL FUND PERSONNEL 1004	2,500-		
89 GENERAL FUND MARKETING 1004	20,000-	4,809-	
90 GENERAL FUND MAINTENANCE 1004	28,160-	158-	
823 GENERAL FUND ADP 1004		11,168-	
***** 00 GENERAL FUND GSA	67,379-	45,659-	
108 LIBERTY PROGRAM G/A 1004	1,138-		
109 LIBERTY PROGRAM 1004	12,960-	2,000-	
***** 17 SINGLE SAILOR PROGRAM	14,091-	2,000-	
156 GYM G/A 1004		3,000-	
158 GYM PROGRAM 1004	34,739-	221-	
* FITNESS CONDITIONING 1004	34,739-	3,221-	
* ISD 1004	26,553-	14,405-	
***** 61 FITNESS CONDITIONING	61,292-	17,626-	
***** 63 INTRAMURAL SPORTS	15,710-	11,243-	
***** CATEGORY A TOTAL	158,473-	76,527-	
* YOUTH PROGRAM 1004		4,321-	
* YOUTH PROGRAM YELLOW WATER 1004	21,959-	1,205-	
***** 20 YOUTH PROGRAM	21,959-	5,526-	
***** 22 CHILD DEVELOPMENT PROGRAM	26,842-	29,861-	

Further drill down is available by double clicking on the specific dollar amount within a column (e.g., the 34,739 in the Labor column next to the Cost Center labeled '**158 GYM PROGRAM 1034**')

DocId	Cost elem.	Cost element name	DocId	Posting date	Value (USD)	Cost ctr.	Res. acct.
1004	751000	USA APF LABOR COST	SA	11/28/1999	14,721.57	158	
1004	751000	USA APF LABOR COST	SA	12/31/1999	7,671.01	158	
1004	751000	USA APF LABOR COST	SA	01/31/2000	7,401.24	158	
1004	751000	USA APF LABOR COST	SA	02/29/2000	4,945.21	158	
					34,739.00	158	

By double clicking on the line item 7,401.24, you will drill down further to the actual source document.

Ita	PR	Account	Account short text	Amount	Cost ctr.	Order	Assignment
1	40	136000	AR APFSUP	47,000.00			JAN 2000 CAT A
2	50	751000	USA APF LABOR COST	4,658.41	76		
3	50	755000	USA APF OTHER OPS	11,500.00	76		
4	50	750000	USA APF MINOR PROP	2,068.39	84		
5	50	751000	USA APF LABOR COST	3,213.68	84		
6	50	750000	USA APF MINOR PROP	5,493.00	823		
7	50	751000	USA APF LABOR COST	3,935.15	89		
8	50	751000	USA APF LABOR COST	3,146.90	90		
9	50	751000	USA APF LABOR COST	2,064.63	109		
10	50	751000	USA APF LABOR COST	376.78	108		
11	50	751000	USA APF LABOR COST	7,401.24	158		
12	50	751000	USA APF LABOR COST	3,141.82	160		

As you can see, the source document was a General Journal Voucher, dated 01/31/2000 and the entry we have drilled down from is detailed on line 11.

Other reports can be accessed and executed from this same report tree using menu path:

**ACCOUNTING > CONTROLLING > COST CENTER ACCOUNTING >
INFORMATION SYSTEM > REPORT SELECTION**

NOTE: The key to using the report functions within the SAP AIMS system is to try them out. Only you can determine the data needed to perform your job. Run all the reports using different options and selection criteria to learn whether they turned out the way you expected. By seeing the final results, you can then make a choice as to which reports you wish to see on a regular basis.

TERMS

Controlling area

This is the highest organizational level for which costs and revenues are calculated. This designator helps to control posting periods across company codes. All MWR company codes belong to controlling area 2000.

Company code

For MWR, the company code element is synonymous with fund. SAP refers to company code as an independent accounting entity. Each company code has its own complete set of accounts.

Cost center groups

Cost centers are assigned to groups to combine like entities or reporting groups. Cost center groupings can be found as nodes on the standard and alternative cost center hierarchies.

Cost centers

This unit is used by SAP to represent a location of cost (and revenue) origination. Cost centers are grouped into decision, managerial and responsibility groups to facilitate query and reporting. MWR cost centers include category, activity and department designators..

Cost elements

These are 'Chart of account' elements that depict costs and revenues. All MWR revenue and expense accounts are considered cost elements in SAP. Cost elements are used to ensure comprehensive reporting and detailed planning (budgeting).

Tables

Table 1: List of Account Groups

Account Group	Accounts from:	Accounts to:	Description
ASST	130000	199999	Assets
CAP	290000	299999	Capital/Equity
CASH	100000	129999	Cash
COGS	400000	499999	COGS
EEXP	900000	999999	Extraordinary Expense
EXP	600000	799999	Expenses
LIAB	200000	289999	Liability
OTH	800000	899999	Other Income
REVN	500000	599999	Revenue
RREV	300000	399999	Resale Revenue

Table 2: List of Reconciliation Accounts

GL Account	Description	Recon. Acct Type
0000131000	AR GENERAL	D
0000131002	AR CITY LED IND	D
0000131003	AR FAIR MKT RENTAL	D
0000131010	AR/ ITT VOUCHERS	D
0000132000	AR RETURNED CHECKS	D
0000133000	AR OTHER	D
0000133002	AR CITY LEDGER GROUP	D
0000133003	AR OPS CONTR SER	D
0000134000	AR CREDIT CARD	D
0000135000	AR GIFT CERT	D
0000165000	PREPAID MINOR PROP	A
0000171000	VEHICLES	A
0000172000	MWR CF VEHICLES	A
0000173000	FF&E	A
0000174000	MWR CF FF&E	A
0000175000	BUILDINGS AND FAC	A
0000176000	MWR CF BUILDINGS	A
0000177000	BLDGS & FAC IMPRV	A
0000178000	MWR CF BLDGS IMPRV	A
0000179000	CONST IN PROGRESS	A
0000181000	ACCUM DEPR-VEHICLES	A
0000182000	MWR CF ACCU DEP VEH	A
0000183000	ACCUM DEPR-F.F.&E.	A
0000184000	MWR CF ACCU DEP FF&E	A

0000185000	ACCUM DEPR-BLDGS/FAC	A
0000186000	MWR CF ACCU DEP BLDG	A
0000187000	ACCU DEP-BLDGS IMPRV	A
0000188000	MWR CF A/D BLDG IMPR	A
0000201000	TRADE PAYABLES	K
0000201001	OVERSEAS PURCH PAY	K
0000201002	CONTRACTS PAYABLE	K
0000202001	ARC LIABILITY	K
0000202002	COLLECT PAY TELE	K
0000202003	COLLECT PAY FMR SHE	K
0000202004	COLLECT PAY FMR UTIL	K
0000202005	COLLECT PAY DAM APF	K
0000202006	COLLECT PAY CABLE	K
0000202007	COL PAY OPS CONTR	K
0000203001	DEPOSITS PAYABLE	D
0000204000	EMPL GRATUITIES DUE	K
0000205000	EMPL SERVICE CHGS	K
0000206000	CONSIGNMENT TICKETS	K
0000251001	UNEARNED INCOMERECON	D
0000251002	UNEARNED INC GUEST	D

Table 3: List of Open-Item-Management Accounts

Account No.	Description
0000101001	CENTRALIZED CASH
0000101002	CASH XFER DOWNLOAD
0000101005	INTER-COMPANY CASH
0000101011	PAYABLES CHECKS
0000101021	DIRECT DEPO PAYROLL
0000101031	ADP PAYROLL TAX
0000101041	EFT PAYABLES
0000101051	ADP PAYROLL CHECKS
0000105001	LOCAL VQ PAYROLL
0000136000	AR APFSUP
0000137000	AR DAR CLEARING
0000161000	PREPAID SUPPLIES
0000161001	PREPD NC FF&E
0000161002	PREPD NC AMENITIES
0000161003	PREPD CONCUM AMEN
0000161004	PREPD CONSUM SUPP
0000161005	PREPD LINEN TOWEL
0000161006	PREPD NAF UNIFORMS
0000162000	PREPAID CONTRACTS
0000162001	PREPD BOS CONTR

Retail (MM)

0000162002	PREPD CONTR LABOR
0000162003	PREPD CONTR SER
0000163000	PREPAID TICKETS
0000168000	PREPAID OTHER
0000168001	GOODS IN TRANSIT
0000168002	PREPD MKT SUPP
0000169000	SUSPENSE ACCOUNT
0000179500	PROCEEDS ON SALE F/A
0000213000	FEDERAL TAX PAYABLE
0000214000	SOCIAL SECURITY
0000215000	STATE TAXES PAYABLE
0000217000	RETIREMENT PAYABLE
0000218000	LIFE INSURANCE
0000219000	MEDICAL INSURANCE
0000220000	HEALTH MAINTENANCE
0000220100	WORKERS COMP PAYABLE
0000220200	UNEMPL COMP PAYABLE

Table 4: List of Field Status Groups

Field Status Group	Description/Type of Account
G001	General balance sheet accounts
G002	Balance sheet accounts with cost center
G003	Retained earnings (BA optional)
G004	Expense accounts
G005	Bank accounts (obligatory value date)
G007	Asset reconciliation accounts
G012	Payables reconciliation accounts
G019	Receivables reconciliation accounts
G020	Receivables - returned checks
G029	Revenue accounts
G030	Asset disposal proceeds accounts
G056	Amortization accounts